GEORGIA INSTITUTE OF TECHNOLOGY — OFFICE OF CONTRACT ADMINISTRATION

PROJECT ADMINISTRATION DATA SHEET

[X] ORIGINAL [ ] REVISION NO. _____

Project No. D-48-683 (R5891-0A0) GTRC/~~GIT~~ DATE 2 / 13 85

Project Director: John ~~Meyers~~ Myers School/~~Lab~~ Architecture

Sponsor: Georgia Department of Natural Resources

Type Agreement: Contract No. 441-590203, dated 10/1/84

Award Period: From 10/1/84 To 9/1/85 (Performance) 9/1/85 (Reports)

Sponsor Amount:	This Change	Total to Date
Estimated: $		$67,270
Funded: $		$ 67,270

Cost Sharing Amount: $ 67,271 Cost Sharing No: D-48-325

Title: National Historic Landmark Program

ADMINISTRATIVE DATA

OCA Contact John B. Schonk

1) Sponsor Technical Contact:

2) Sponsor Admin/Contractual Matters:

Karen DeLoach
Department of Natural Resources
Historic Preservation Section
270 Washington St., SW
Atlanta, GA 30334
656-2840

Defense Priority Rating: N/A Military Security Classification: N/A

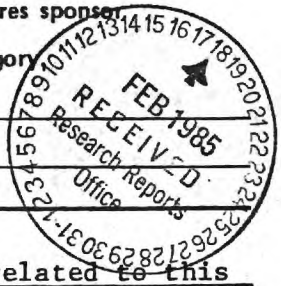
(or) Company/Industrial Proprietary: N/A

RESTRICTIONS

See Attached N/A Supplemental Information Sheet for Additional Requirements.

Travel: Foreign travel must have prior approval – Contact OCA in each case. Domestic travel requires sponsor approval where total will exceed greater of $500 or 125% of approved proposal budget category.

Equipment: Title vests with Sponsor



COMMENTS:

Any publication, exhibits, public announcments or presentations related to this project must acknowledge Federal assistance.

SPONSOR'S I. D. NO. 02.300.000.85.005

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GEORGIA INSTITUTE OF TECHNOLOGY OFFICE OF CONTRACT ADMINISTRATION

SR-30

SPONSORED PROJECT TERMINATION/CLOSEOUT SHEET

Date 8/14/86

Project No. D-48-683 School/~~Lab~~ ~~XXX~~ ARCH

Includes Subproject No.(s) N/A

Project Director(s) John Meyers (Myers) GTRC ~~XXX~~

Sponsor Georgia Department of Natural Resources

Title National Historic Landmark Program

Effective Completion Date: _____ (Performance) _____ (Reports)

Grant/Contract Closeout Actions Remaining:

- [ ] None
- [X] Final Invoice or Final Fiscal Report
- [ ] Closing Documents
- [ ] Final Report of Inventions
- [ ] Govt. Property Inventory & Related Certificate
- [ ] Classified Material Certificate
- [ ] Other _____

Continues Project No. _____ Continued by Project No. _____

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D-78-613

NATIONAL HISTORIC LANDMARKS ASSISTANCE

BUILDING CONDITION ASSESSMENT PROGRAM

FIELD OPERATIONS MANUAL

VOLUME ONE

NATIONAL PARK SERVICE

NATIONAL HISTORIC LANDMARKS

BUILDING CONDITION ASSESSMENT PROGRAM

NATIONAL PARK SERVICE

FIELD OPERATIONS MANUAL - VOLUME I

THE BUILDING CONDITION ASSESSMENT PROGRAM FOR THREATENED AND DETERIORATED NATIONAL HISTORIC LANDMARKS IS PART OF THE TECHNICAL ASSISTANCE ACTIVITIES OF THE NATIONAL PARK SERVICE. THE FIELD OPERATIONS MANUAL WAS PREPARED BY THE CENTER FOR ARCHITECTURAL CONSERVATION, COLLEGE OF ARCHITECTURE, GEORGIA INSTITUTE OF TECHNOLOGY, ATLANTA, GEORGIA 30332 WITH FUNDS PROVIDED BY THE NATIONAL PARK SERVICE. TECHNICAL GUIDANCE IN THE PREPARATION OF THIS MANUAL WAS PROVIDED BY THE PRESERVATION ASSISTANCE DIVISION, NATIONAL PARK SERVICE, WASHINGTON, D.C. 20013.

CONTENTS - VOLUME I

FIGURES

1. INTRODUCTION

This manual addresses the procedures and requirements of the inspection teams participating in the National Historic Landmark (NHL) Building Condition Assessment Program. The undertaking of condition assessments on specific National Historic Landmarks is part of the National Park Service's technical assistance to owners of landmark properties. The condition assessments involve the collection of information and the production of a planning level report on the condition of each landmark structure inspected.

The report. compiled by NPS and based on material provided by the inspection team provides the following information:

1) Administrative Data- Information on the history and significance of the building, its location and size, and other background data.

2) Inventory Data- Information on architectural and engineering items, describing the major building elements, ranking the historic significance of each of these elements, determining the condition of the elements, and identifying the priority of any work needs that are identified.

3) Inspection Data- Information on deficiencies identified through the inventory process. describing and proposing corrective action with estimates included for material and labor costs.

4) Management Cost Summary- A one page matrix of estimated costs for all recommended work. The matrix gives a clear picture of the approximate costs to correct the identified deficiencies.

5) Graphic Data- A site sketch and simple drawings of existing floor plans indicating room use. bearing walls and historical development of the building form. Color xeroxes of exterior and representative interior photographs of the building are also provided.

Reports can be used for a variety of planning purposes, some of which are listed below:

- Assist property owners in understanding the condition of their NHL and help in planning for its repair and maintenance.

- Prioritize work recommendations when limited funds are available.

- Compile summary reports on conditions and costs for NHL's on a state, regional or national scale.

- Identify trends or recurring types of deficiencies in NHL's by construction type or materials.

- Aid in soliciting private sector financial support for deteriorated NHL buildings.

A primary goal of the program is to determine treatments and work recommendations needed to preserve the building. With regard to the appropriate treatment such as stabilization, rehabilitation, preservation, restoration or reconstruction, the Secretary of Interior's Standards for Historic Preservation Projects are used. Each treatment should comply with accepted or standard construction and maintenance practices for historic buildings.

Inspectors must have a clear understanding of the level of detail required by the NHL Building Condition Assessment Program. The inspection team must work quickly at the site; inspection times should exceed a day only for larger, more complex buildings. The approach is designed to collect necessary data on site and to use that material for report development in the office.

Inspectors do not speculate on, nor project future uses for the building. The building is inspected at a given time and codes and standards applied are contingent upon its function. That function should be evident by its use or may, in some cases, be specified by NPS as a proposed or pending use. Projected use for a non-occupied building will be determined carefully through a review of the building's history, current status and discussions with the owner.

The NHL Building Condition Assessment Program relies on the professional expertise and judgement of the inspection team to understand the complexities of various codes, standards, and guidelines as they are applied to historic structures.

2. TERMS AND ABBREVIATIONS

A number of terms and abbreviations used in this manual may be new to the reader. For purposes of the NHL Building Condition Assessment Program, the following shall apply:

INSPECTION TEAM - Any combination of architects and engineers assembled to conduct NHL condition assessments, generally an architect and/or a mechanical or electrical engineer

NHL - National Historic Landmarks are properties or districts listed on the National Register which have been designated by the Secretary of the Interior as nationally significant (approximately 1600 listings)

NPS - National Park Service, U.S. Department of the Interior

NPS Regional Coordinator - There are five NPS regional offices with NHL responsibilities. The NPS regional coordinator is the primary NPS contact with the inspection team

NR - National Register of Historic Places maintained by the NPS

OWNER - The owner, or the owner's representative, of any building designated for inspection in this program

PRIORITY 1 - A designation assigned by NPS for NHL's which have severe damage or are emminently threatened with such damage and are listed in the annual Section 8 Report

PRIORITY 2 - A designation assigned by NPS for NHL's which exhibit moderate damage or threat

SHPO - State Historic Preservation Office

SECTION 8 REPORT - An annual report to Congress of areas on the National Registry of Natural Landmarks and National Historic Landmarks which exhibit known or anticipated damage to the integrity of their resources. The report is prepared by NPS and forwarded to Congress by the Secretary of the Interior

TREATMENT RATING - One of six treatment levels which are based upon the significance and condition of the feature

3. PERMISSION TO INSPECT

Buildings chosen for inspection have been selected by NPS regions. The NPS regional coordinator will have secured permission or tentative permission from the owner. The inspection team will receive a copy of the owner's written permission, however, since most owner's letters will be only general in nature, the inspection team should make any necessary additional arrangements, in writing, directly with the owner.

3.1 Scheduling the Site Inspection

The leader of the inspection team should contact the owners or administrators of the site(s) to be inspected using the names, addresses and phone numbers provided by NPS. This contact will serve to introduce the inspection team, to inquire about

available architectural drawings and other information on the building, to discuss potential inspection dates, identify known or potential hazards at the building and its site. to discuss local building codes, costs, methods, techniques and practices, and to cover areas of concern to the owner with regard to the building's condition.

The NPS Regional Coordinator should be apprised of this contact and preliminary scheduling in order to coordinate the inspection among the various participant. Due to the importance of this program, representatives from NPS and the State Historic Preservation Office may be present. Once the date has been identified by the inspector. the inspector will confirm it with the property owner and notify NPS.

4. ADVANCE PLANNING AND DOCUMENTATION

The identification, advance collection and review of documentation on the building to be inspected is vital for two reasons:

1. Historic buildings frequently have established documentation and the purpose of the NHL Condition Assessment Program is to build upon and incorporate previous work findings and graphics where appropriate

2. Short. intense site inspections are only possible where there is some advance understanding and knowledge of the building prior to the walk-through inspection.

Documentation on historic buildings may take various forms and be in several locations. Fortunately. owners, previous owners, State Historic Preservation Offices, NPS records and publications files are available sources of this information. The leader of the inspection team should inquire of the owner as to the availability of period photographs, maintenance records, architectural plans and miscellaneous studies, and obtain copies in advance wherever possible. Prior to the site visit, NPS will provide the inspection team with available NHL or NR nomination forms, a summary of the building's history and of significant known threats or damages, photographs, Historic American Buildings Survey drawings, and other available documentation for each building scheduled for inspection. Much of the information gathered at this time will be included in the General Information section at the beginning of the condition assessment report.

Levels of detail, relevance and accuracy of this information may vary widely depending on the NHL. For purposes of this program, data should be reviewed to determine the historical development of architectural features, systems, function. conditions and modifications.

Where sufficient historical documentation is lacking to make professional judgements concerning the significance of building features, the Regional Coordinator should be contacted as soon as possible.

4.1 General Information

The General Information section of the Building Condition Assessment Report includes administrative information. background data. and the following five narrative descriptions:

LANDMARK SIGNIFICANCE includes a brief history of the building and a description of its status as a landmark.

ENDANGERED STATUS indicates whether the building is classified as Priority 1 or Priority 2 and a listing of the threats or damages.

ARCHITECTURAL DESCRIPTION identifies architectural features, materials, structure and systems, and describes significant spaces, spatial relationships and proposed uses and alterations.

CONDITION DESCRIPTION summarizes the general conditions and major deficiencies of the structure based on the findings of the inspection team.

EVALUATION PROCEDURE summarizes the approach taken in the evaluation of the building and the aim of the work recommendations, i.e. restoration, rehabilitation. stabilization, etc.

The SIGNIFICANCE, ENDANGERED STATUS AND ARCHITECTURAL DESCRIPTION information will be prepared, in advance, by NPS.

5. PROGRAM ORIENTATION FOR THE OWNER

Prior to the field inspection. the building owner will receive an orientation package summarizing the NHL Building Condition Assessment Program. Whenever representatives from NPS will be present at the inspection. they will provide to the owner any additional program orientation that might be needed.

6. WORK LOAD PLANNING AND SCHEDULING

The field inspection should be planned to allow adequate time for the inspection of the building and the completion of inspection forms in an efficient and productive manner. Factors which should be considered in the planning and scheduling of inspections include the following:

1. Size of building
2. Number of buildings to be inspected
3. Special treatments for NHL properties
4. Weather conditions
5. Travel times
6. Complexity of architectural details
7. Occupancy of buildings
8. Amount of background documentation to be reviewed
9. Experience with the program

Logistical factors must be taken into account on an individual basis. Some factors, such as local weather, can only be determined on site. Others can be determined in advance through discussions with the building owner.

6.1 Inspection Times

Once at the building, the actual time required to conduct inspections and prepare reports can be predicted with reasonable accuracy based upon field tests of the NHL Building Condition Assessment Program and related work with the NPS Building Inventory and Inspection Program. The following chart indicates inspection times for the required tasks based upon the types and sizes of buildings inspected. These figures represent real working time at the building by an inspection team familiar with the program and do not reflect the logistical factors discussed above. The inspection times found in the charts, combined with time allowed for the logistical factors will result in an approximation of the time which should be planned for the field inspection.

Person hours required per building is more a factor of the complexity of the structure and the number of observations and operations necessary to complete the review of all listed elements for each building than the size of the inspection team.

ESTIMATED INSPECTION TIMES*
(In Person Hours)

	Average Estimated Inspection Time in Hours:		
Building Size in Square Feet	500-3,000	3000-10.000	10.000+
Inspection	6.50	9.00	13.50
Report Preparation	13.00	21.00	25.50
General Information	2.00	2.00	2.00
Totals	21.50	32.00	41.00

* The primary factor affecting inspection time is building size. However, the condition and complexity of architectural detail in a historic structure will also greatly affect time projections. Time can vary greatly depending upon whether there are existing drawings or if the building must be field measured. These times are based on the availability of existing drawings with no further measuring required. If the building must be measured, additional time must be added to the total.

6.2 Inspection Log

Individual inspectors should keep an accurate log of field time for the inspected building. This will be entered into the inspection team personnel section of the field input form.

7. FIELD PROCEDURES - BUILDING INVENTORY

A set of field input forms, included in Volume II as Appendix B, should be used by the inspection team as a guide for taking field notes during the site inspection. The form is designed for use in both the inspection process and data entry. The first part of the form consists of administrative information and becomes that part of the report referred to as the General Information Section. Completed portions of the General Information Section will provided beforehand by NPS. The second part of the field input form. the Building Inventory, consists of two hundred eight (208) elements in nine areas of facilities inspection. A clean copy of field input forms should be completed in the office taking into account the requirements of Section 9.

7.1 Building Inventory Data

The Building Inventory section of the report contains the following information on each element:

DESCRIPTION - A description of the physical characteristics of the element as defined in the Inventory Element Checklist, Volume II, Appendix C

RATING - A preliminary treatment RATING of each element which takes into account the building's historic and architectural importance and Condition as defined in section 7.3

QUANTITY - Approximate dimension and units of each element present in the building

CONDITION - An assesment of the condition of each element as Poor, Fair, or Good as defined in section 7.2

PRIORITY - A prioritizing of required work using a rating of Critical, Serious, or Minor, as defined in section 7.4 for each element.

During the field work the inspector is required to walk through and around the building, field input form in hand, describing in detail all pertinent site and building elements. The standardized Inventory Element Checklist, Volume II, Appendix C, should serve as a guide to what to look for in each element that pertains to the building.

It is strongly recommended that the elements be inspected in the order in which they are listed on the field input form. This is especially true if pocket tape recorders are used. After tape transcription, report preparation time can be significantly reduced when the information is already organized as it will appear in a building report. Regardless of how field notes are taken, either written directly onto a field input form, or spoken into a pocket tape recorder, following the order of the field input form will insure that no elements are overlooked in the field inspection. Some of the 208 elements will not apply; in such cases indicate "NA" on the field input forms. "General" elements are provided in each division to allow for items which are not specifically listed. For those elements marked with an asterisk (*) on the field input form, see section 10.2.

Deficiencies should be described as they appear in each element, noting the extent or quantity of any damage, its location in or on the building, and any other information that will aid in the evaluation of the problem and the completion of the work recommendation.

Items that pertain to the elements of fire and life safety or handicapped accessibility, such as door widths, should be field measured. This will insure an accurate evaluation of the building's compliance with applicable building codes.

It is also important to approximate various measurements such as that of windows and door size, size and length of trim, interior room heights, and any other dimensions that can not be

ascertained from plans and photographs. This will help later in determining the quantities of the various elements. RATING and CONDITION should be assigned preliminary evaluations in the field while PRIORITY may be assigned in the office. Final determinations shall be made in the office after a careful analysis of the field data and applicable codes. Sections 10 and 11 discuss the completion of the input forms and work recommendations used for data entry.

7.2 Condition

An evaluation of the CONDITION of each element as Good, Fair or Poor should be indicated on the field input form. It is also used as part of the criteria in establishing the significance of an element.

An element is evaluated as Good when:

- the element is intact, structurally sound and performing its intended purpose
- there are few or no cosmetic imperfections
- the element needs no repair and only minor or routine maintenance

An element is evaluated as Fair when:

- there are early signs of wear, failure, or deterioration, though the element is generally structurally sound and performing its intended purpose
- there is failure of a sub-component of the element
- replacement of up to 25% of the element or replacement of a defective subcomponent is required.

An element is evaluated as Poor when:

- the element is no longer performing its intended purpose
- the element is missing
- deterioration or damage affects more than 25% of the element and cannot be adjusted or repaired
- the element shows signs of imminent failure or breakdown
- the element requires major repair or replacement

7.3 Treatment Rating

Part of the evaluation process involves assigning a appropriate treatment. or RATING, to each element present in the building.

Assigned ratings represent professional judgement on the part of the inspection team based upon prior written documentation received from NPS and physical examination of the building. Where there is doubt concerning the most appropriate rating for an element, consult with the NPS Regional Coordinator. The RATING is indicated by a number assigned from 1 through 6; always assign the highest number that is merited. Definitions are:

1. Preserve

   Statement of Importance:

   - the element is associated with those qualities for which the property was designated an NHL and dates from the period(s) of significance, and/or

   - the element is highly distinctive architecturally and dates to the NHL's period of significance, and

   - the level of damage or deterioration is such that it is still feasible to preserve.

   CONDITION: Poor to Good - Preserve

2. Preserve Wherever Possible - Replace In-kind if Too Deteriorated to Save

   Statement of Importance:

   - the element has acquired significance in its own right or makes an important contribution to other historic periods or levels of significance identified for the property, or

   - the element makes a significant contribution either to the property's historic appearance or as an integral part of the building's historic construction, or

   - the element meets 1 Preserve criteria except that preservation is not feasible.

   CONDITION: Fair to Good - Preserve
   Poor - Replace

   Exception: If the element is antiquated and no longer serves a functioning role, retain it, in situ, as a historic artifact, wherever possible.

3. Preserve Wherever Possible - If Too Deteriorated to Save, Element Must Be Replaced with Compatible Material and Design

Statement of Importance:

- the element contributes to the historic appearance of the building and dates either to the period(s) of historic significance or represents later, sensitive repair or replacement work, or

- the element dates to the historic period(s) of significance of the building and represents a substantial amount of historic fabric.

CONDITION: Fair to Good - Preserve
Poor - Replace

4. Preserve Where There Is No Compelling Reason for Removal - Undertake All Necessary Alteration Work as Sensitively as Possible, Including any Demolition Work

Statement of Importance:

- the element dates to the historic period(s) of significance of the building or is a later, sensitive repair, but does not represent a substantial amount of historic fabric, is not distinctive nor does it make any measurable contribution to the building's historic appearance or system of construction.

CONDITION: Fair to Good - Preserve
Poor - Alter/Replace

5. Remove/Alter/Replace - Undertake All Work as Sensitively as Possible

Statement of Importance:

- the element is not significant and through design or condition detracts from the historic appearance of the building, or

- the element is a poor design and/or construction detail which contributes to the deterioration of the landmark, or

- the element creates a serious code violation which can not be mitigated. (In cases where mitigation is not possible, removal or alteration of the element may, in some cases, take precedece over a higher rating normally assigned to the element.)

CONDITION: Poor to Good - Remove/Replace

6. Specified Treatment Is Not Required. However, If any Work Is Done On This Element It Should Be Sympathetic To the Historic Qualities Of the Landmark

- the element has no historic value.

7.4 Deficiency Identification

During the field inspection, each DEFICIENCY should be noted by PRIORITY as Critical, Serious or Minor.

A Critical deficiency of an element exists where:

- there is advanced deterioration which has resulted in the failure of the building element or will result in the failure of the building element if not corrected within two years, and/or

- there is accelerated deterioration of adjacent or related building materials as a result of the element's deficiency, and/or

- there is a threat to the health and/or safety of the user. and/or

Critical deficiencies can include, but are not limited to: undersized floor joists which are inadequate for the load of the building; leaking roof; failed drainage system; or a furnace located in an unprotected crawl space.

A Serious deficiency of an element exists where:

- there is deterioration which, if not corrected within 2-5 years, will result in the failure of the building element. and/or

- a threat to the health and/or safety of the user may occur within 2-5 years if the deterioration is not corrected, and/or

- there is deterioration of adjacent or related building materials and/or systems as a result of the element's deficiency.

- there is a failure to meet a legislative requirement.

Serious deficiencies can include, but are not limited to: an old electrical system that is inadequate for present use; inadequate ventilation of the crawl space: a public building which is not accessible to the handicapped.

A Minor deficiency of an element exists where:

- standard preventive maintenance practices and building conservation methods have not been followed, and/or
- there is a reduced life expectancy of affected or related building materials and/or systems, and/or
- there is a condition with long-term impact beyond 5 years.

Minor deficiencies can include, but are not limited to: cracked window glass; cracked plaster on interior wall surface.

8. PLAN VALIDATION AND MEASUREMENT

The final report will include, at the minimum, single-line floor plans of every floor; these are to be provided by the inspection team. These plans are for the purpose of functional analysis and to assure that an accurate record of the building plan is available from the date of inspection. If there are repetative floors, as might be encountered in an office building, a typical floor plan only is required for similar floors, with separate plans required for non-typical floors. The typical floor plan should be labeled to identify those floors it represents. These are to be simple drawings, with only enough detail to convey a clear understanding of spatial relationships and the location of major architectural features. Absolute accuracy of room sizes and dimensions is not required.

Plans shall be in 8-1/2" x 11" format at a scale no smaller than 1/16" = 1'0". Plans too large to appear on one sheet should be graphically divided, in which case, each sheet should have a small. key, plan of the entire floor in the lower left-hand corner shaded to indicate which section of the plan is on the sheet. (See Figure 1.)

The following standards and conventions shall be used on all drawings:

1. A north arrow to indicate building orientation
2. A designation of room use for all areas where use can be determined
3. A bar scale to permit scaling after enlargements or reductions
4. Rooflines and overhangs shall be shown with dash lines
5. Door swings shall be graphically presented
6. Key drawing with bearing walls (B) indicated
7. Key drawing with dates of construction indicated

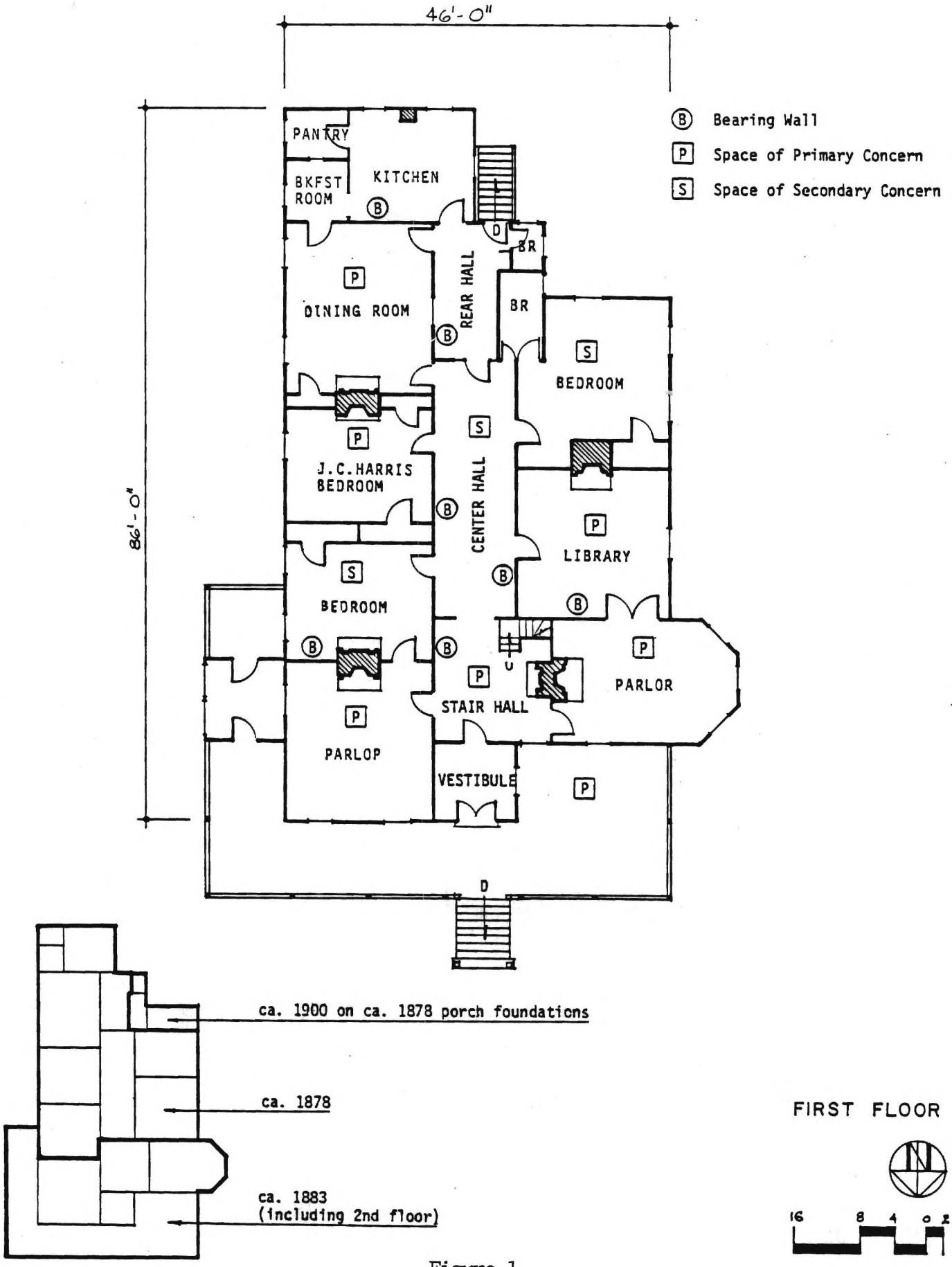

46'-0"
86'-0"
PANTRY
BKFST ROOM
KITCHEN
DINING ROOM
REAR HALL
BR
BR
BEDROOM
J.C.HARRIS BEDROOM
CENTER HALL
LIBRARY
BEDROOM
STAIR HALL
PARLOR
PARLOR
VESTIBULE
D
B Bearing Wall
P Space of Primary Concern
S Space of Secondary Concern
ca. 1900 on ca. 1878 porch foundations
ca. 1878
ca. 1883
(including 2nd floor)
FIRST FLOOR
16 8 4 0 2

Figure 1

8. An indication of those spaces which are of primary (P) and secondary (S) historic or architectural significance

9. Indication of overall dimensions

Plans may be prepared from construction drawings or reports available from the owner, but such drawings must be verified on site by the inspection team to insure accuracy. Many buildings have undergone modifications since the preparation of the drawings and existing documentation may be obsolete or inaccurate. Where no drawings exist, the building must be field measured in enough detail to prepare drawings meeting the requirements of this section. Drawings meeting HABS standards are not expected. (Basic elevation dimensions, both interior and exterior, should also be gathered to aid in determining quantities of wall surface, trim, etc.)

In addition, a sketch of the site plan should be included to show the building to site relationship and to indicate any other cultural resources located on the site. Major geographical features should also be indicated on the site plan. The site plan need not be drawn to scale; overall site dimensions should be indicated wherever possible.

9. PHOTOGRAPHIC DOCUMENTATION

Photographic documentation of each building inspected must be provided in the form of 35mm color slides.

The following slides are required by the program:

- each elevation, when possible
- approximately eight interior photographs including: entry and representative primary and secondary spaces. (This may necessitate flash and/or tripod equipment.)
- minimum two details of major deficiencies

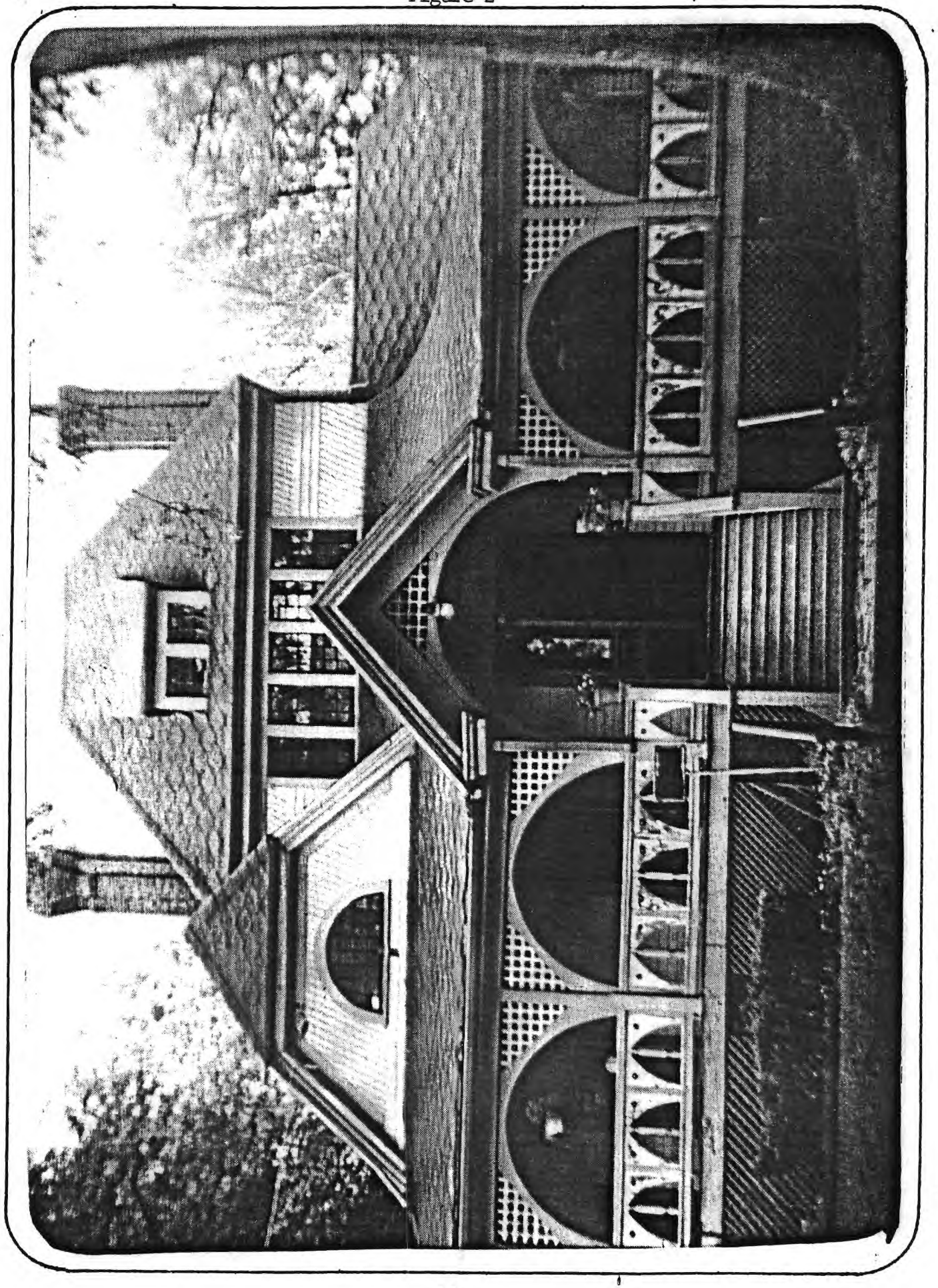
These slide should be included in the building report. Inspectors should also record any deficiencies or other details which will be useful to them in completing work write-ups, cost estimates, etc.

All slides should be labeled on the mount by building name and date and cased in clear plastic slide storage sheets. A list identifying the slides should also be prepared.

NPS will then select those shots that will be reproduced as color xeroxes to be included in the building report. (See Figure 2.)

NORTH ELEVATION

Figure 2



NPS retains the right to reproduce submitted photographic documentation in other publications and printed literature of the Agency without restriction or further compensation.

10. COMPLETING THE BUILDING INVENTORY BASED UPON FIELD INPUT FORMS

The inspection team shall prepare, in the office, a second copy of the field input form for each building inspected, using the specified number of characters for each entry. Appendix D, NHL Abbreviations, should be consulted where abbreviations are necessary to keep within the specified character limit but they should be used only if absolutely necessary. Note that a character is defined as a letter, a number or a space and that the number of available characters for each section has been pre-set in the computer program.

10.1 Description

A 120 character DESCRIPTION of each element present that also includes the location of the element in the building; no indication of condition should be included in this entry. For deficient elements, a description of the condition is included in the WORK RECOMMENDATION, section 12.

10.2 Special Requirements

Selected inventory elements are marked by an asterisk on the field input form. These elements will always be printed in the final report regardless of whether or not data has been provided and entered into the program. The elements relate to either code requirements or program requirements. Some elements may be required by code and an indication that they have been considered is important. If the element is required by code, but not present, write "none," and indicate any appropriate action. If the building is not required to be accessible to the handicapped, this should also be noted. To insure that the HVAC, plumbing and electrical systems have been considered, selected elements within these divisions are marked by the asterisk.

10.3 Notes

In limited cases, where a longer description or additional background information is necessary, the program allows a 218 character text (NOTES), to be added to the element field. Special problems and/or plans associated with the element can be stated, its location within the building can be identified, a further breakdown of quantities can be indicated, or the required information for a preventive maintenance program can be included. However, the NOTES field should be used only when the above information cannot be included within the 120 character DESCRIPTION.

11. OFFICE TASKS - WORK RECOMMENDATIONS

For each deficiency cited, the inspectors should prepare a work write-up on the forms provided giving a concise explanation of the problem and the costs involved in repair or replacement. Since the properties being inspected are National Historic Landmarks, emphasis should be placed on repairing rather than replacing significant features. The recommendation, or work write-up includes:

DEFICIENCY - a 150 character description of the problem

PRIORITY - a classification of the deficiency as Critical, Serious or Minor

RATING - the classification of the treatment type as indicated in the building inventory

CODE - where the deficiency relates to an identifiable code violation, cite the code section

RECOMMENDATION - a 180 character description of work required to correct the deficiency; the recommendation must be consistent with the Treatment RATING assigned the element

QUANTITY - dimensions, unit and number of the element

MATERIAL/LABOR - an estimate of repair or replacement costs for each deficiency noted.

In conducting the inspections, the team may discover deficiencies in several related elements which can be included on a single work write-up. In such cases, list the deficiency and the action priority in one element of the field input form, and refer to that element in the description or NOTES section of any other elements to which the deficiency and work write-up apply. (See Elements 71, 75, & 77 of Figure 3 and Figure 4.) Do not give each of the elements that have been grouped under one work recommendation their own priority - simply refer the reader to the element for which an action has been indicated and a work recommendation prepared. If the RATINGS of the combined elements are different, the highest rating shall be assigned to the work write-up.

11.1 Multiple Deficiencies

Only one work recommendation is allowed per element. Occasionally, however, an element will require more than one recommendation. In these cases the second deficiency can be dealt with under another element. For example, in the Wren's Nest building report, the metal basement windows required two different work tasks. Those on the west elevation needed to be replaced with wood windows to match the rest of the house and were dealt with under the work recommendation for element #41,

WORK WRITE-UP

1. Building Name JOEL CHANDLER HARRIS HOUSE

2. Element Number/Name #71- ROOF: SURFACE MATERIAL 1

3. Rating 3 (If more than one. assign highest.)

4. Code Violation Citation:

5. Priority CRITICAL

6. Deficiency (Limit 150 characters including spaces.)
Deterioration of roof material/leak at east chimney + ceiling/ rot in deck at front porch

7. Recommendation/Justification (Limit 180 characters including spaces.)
Remove old asphalt + wood shingle roof/replace deck as reqd/install new flashing + wood shingles

8. Quantity 5702 SF

9. Cost Estimate:

   a. Materials Cost $ 6739

   b. Labor Cost $ 6493

10. Source RS Means

ARCH- Architects own records, estimator. contractor. supplier. or catalogs.
LOCAL- Owners files, contractor (or similar source) in general vicinity of building.
RS MEANS- Any of the RS Means Cost Estimating Guides.

Figure 4

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
71	ROOF:SURFACE MATERIAL 1 Hexagonal asphalt shingles - approx 19"×16" laid over original wood shingles NOTES:	4	5679 SF	POOR	CRITICAL
72	ROOF:SURFACE MATERIAL 2 Asphalt roll roofing over rear porch/ see work recommendation for #71 NOTES:	4	23 SF	FAIR	
73	ROOF:SURFACE MATERIAL 3 NOTES:				
74	ROOF:VENTS/OPENINGS Wood louvered vents at gable ends/ gap in soffit / plumbing vents NOTES: Wood vents rated 2. Plumbing vents rated 4.	2/4		FAIR	
75	ROOF:FLASHING Tar over original metal / lead at plumbing vents/see work recommendation for #71 NOTES:	4		POOR	
76	ROOF:DRAINAGE Painted metal gutter + downspouts / W parlor octagonal bay has new (1984) copper downspouts + lined wood gutter NOTES: Metal gutters rated 5 - to be removed. Copper rated 2 - to be preserved	2/5	474 LF	POOR	CRITICAL
77	ROOF:DECKING/SHEATHING 1 ca 1883: spaced sawn 1"×3" wood decking boards / see work recommendation for #71 NOTES:	3	2947 SF	POOR	

Figure 3

OPENINGS: WINDOW SASH 2. Those on the east and south elevations also needed to be replaced but not with wood windows. A deficiency was cited under element #17, FOUNDATION: OPENINGS to take care of their replacement.

12. COST ESTIMATION

The NHL Condition Assessment Program includes cost estimates which are designed to increase the usefulness of the building report as a planning tool. Estimates should be provided for each work write-up. These estimates should be based on the estimating sources indicated below.

12.1 Repair Cost Estimates

Cost estimates should be provided for each work action specified. Each work write-up should include both material and labor cost estimates.

As deficiencies are identified and corrective actions proposed, a series of resources may be used to derive the most accurate estimates. The available sources are discussed below.

Architects/Engineers Own Records

If the inspectors have access to current real cost for comparable work within their own records, these figures should be used in the cost estimation. Inflation should be considered where costs are from previous years and local cost factors should be applied if the cost data if from outside the NHL area. Figures derived from these sources should be indicated by entering "Arch" in the SOURCE field on the work write-up sheet.

Local Estimating Sources

Cost data that comes from local sources such as the owner's own records or local contractors may also be of use to the inspectors. Again, such costs should be adjusted for inflation where necessary. Figures derived from these sources should be indicated be entering "Local" in the SOURCE field on the work write-up sheet.

Construction Estimating Guides

Repair and Remodeling Cost Data, Commercial/Residential (current edition), by R.S. Means, is a widely used construction source with special sensitivity to work on existing buildings, unlike most cost guides which are geared to new construction. Other R.S. Means estimating guides that are useful include:

Means Building Construction Cost Data.
Means Systems Costs.
Means Mechanical and Electrical Cost Data.

Figures derived from these sources should be indicated by entering "RS Means" in the SOURCE field on the work write-up sheet.

12.2 Local Factor

A local factor element is included on each building report. This factor should be established by the inspection team and should reflect any conditions which will affect cost compared with their own records or costs listed for the nearest local town in the estimating guides. This factor should be determined from a combination of sources including, but not limited to: (1) interviews with owner; (2) review of past contracts for building; and (3) review of material price lists in owner's and architect's records.

All repair cost estimates must be multiplied by the local factor in calculating final cost estimates.

13. INSPECTION TEAM DATA SUBMISSION

Completed field input forms, work write-ups, drawings, photographs and any additional field notes are returned to the NPS Regional Coordinator. NPS will then enter the data into report form using the NHL computer program. Copies of all information should be retained by the inspection team.

The building report, compiled by NPS, contains the printed copy, preceded by a cover sheet, contents, a project statement, NHL definitions, photographic material and plans. (Volume II, Appendix A)

Draft copies of the report will be distributed to the inspection team and to the National Park Service for review. (See section 14.)

14. REVIEW OF REPORTS

The inspection team shall review the draft copy of the building report. Comments and corrections should be marked in red ink on the report. In this review, it is important to verify all information, materials, quantities, deficiencies and treatment categories, and to make sure a work write-up is included for every deficiency or group of deficiencies noted in the report.

Corrected draft reports shall be returned to NPS within 21 days of receipt for final data entry, where the comments of the inspection team are incorporated into the final report, along with the comments of the National Park Service and those parties involved with the maintenance of the building.

Final hard copy reports will be delivered by NPS to the inspection team, to the owner and other involved parties.

15. STATUS REPORTS

For each building inspected, the team should advise the project manager of the following:

1. Proposed date(s) of inspection
2. Proposed date(s) of completed write-up.

16. PROBLEM SOLVING

It is essential that the inspection team have access to all designated buildings and all rooms within the buildings. Buildings not inspected during the field visit will have to be inspected at a later date, possibly at an additional expense and/or without the desired level of professional inspection. Therefore, coordination of the inspection date and time with the building owner is essential to the program.

16.1 Level of Access to Buildings

In very limited circumstances, less than total access may be anticipated and accepted without creating a need for follow-up inspections. These circumstances include:

1. Buildings with many identical interior spaces, such as apartments, hotels, offices and institutional buildings
2. Sites with multiple identical buildings.

16.2 Special Problems

Emergencies and special problems can occur. Flexibility and cooperation among all parties will resolve many of these situations. However, problems may arise that cannot be resolved on site. These situations include, but are not limited to, the following:

1. Inaccessibility of important spaces or buildings
2. Dangerous structural conditions
3. Weather and scheduling problems.

16.3 Problem Resolution

In the event that a problem does arise which cannot be resolved, the inspection team leader should take the following actions:

1. The inspection team should advise the NPS Regional Coordinator by phone, followed by letter, of the specific nature of the problem

2. The NPS Regional Coordinator will provide a resolution. consulting with NPS officials when necessary.

A written record should be maintained of all efforts to resolve problems.

NATIONAL HISTORIC LANDMARKS ASSISTANCE

BUILDING CONDITION ASSESSMENT PROGRAM

FIELD OPERATIONS MANUAL

VOLUME TWO

NATIONAL PARK SERVICE

NATIONAL HISTORIC LANDMARKS

BUILDING CONDITION ASSESSMENT PROGRAM

NATIONAL PARK SERVICE

FIELD OPERATIONS MANUAL - VOLUME II

THE BUILDING CONDITION ASSESSMENT PROGRAM FOR THREATENED AND DETERIORATED NATIONAL HISTORIC LANDMARKS IS PART OF THE TECHNICAL ASSISTANCE ACTIVITIES OF THE NATIONAL PARK SERVICE. THE FIELD OPERATIONS MANUAL WAS PREPARED BY THE CENTER FOR ARCHITECTURAL CONSERVATION, COLLEGE OF ARCHITECTURE. GEORGIA INSTITUTE OF TECHNOLOGY, ATLANTA, GEORGIA 30332 WITH FUNDS PROVIDED BY THE NATIONAL PARK SERVICE. TECHNICAL GUIDANCE IN THE PREPARATION OF THIS MANUAL WAS PROVIDED BY THE PRESERVATION ASSISTANCE DIVISION, NATIONAL PARK SERVICE, WASHINGTON. D.C. 20013.

CONTENTS - VOLUME II
APPENDICES

APPENDIX A

BUILDING REPORT

NATIONAL HISTORIC LANDMARKS ASSISTANCE

THE JOEL CHANDLER HARRIS HOUSE (WREN'S NEST)

ATLANTA, GEORGIA

NATIONAL PARK SERVICE

TABLE OF CONTENTS

PROJECT STATEMENT

As part of its initiative to provide technical assistance to National Historic Landmarks, the National Park Service is coordinating the preparation of indepth condition assessment reports on selected threatened historic properties. These planning reports are uniform in format and provide current, precise information on the physical condition of each landmark structure inspected. This information will assist present owners and potential buyers in evaluating the technical and economic feasibility of rehabilitating landmarks while preserving those qualities which led to their designation. The information will also be used by the National Park Service to report to Congress more accurately on the status of America's threatened National Historic Landmarks.

The condition assessment is based on a comprehensive field inspection conducted by a team of professional architects and/or engineers who prepare a report assessing the findings of the inspection and recommending, where necessary, appropriate repair and historic preservation treatments consistent with the Secretary of the Interior's STANDARDS FOR HISTORIC PRESERVATION PROJECTS. A condition assessment report consists of the following information:

1) Administrative Data- Information on the history and significance of the building, its location and size, and other background data.

2) Inventory Data- Information on architectural and engineering items, describing the major building elements, ranking the historic significance of each of these elements, determining the condition of the elements, and identifying the priority of each of the work needs.

3) Inspection Data- Information on deficiencies identified through the inventory process, describing and proposing corrective action.

4) Management Cost Summary- A one page matrix of estimated costs for all recommended work. The matrix gives a clear picture of the approximate costs to correct the identified deficiencies.

5) Graphic Data- A site sketch and simple drawings of existing floor plans indicating room use, bearing walls and historical development of the building form. Color photocopies of exterior and representative interior photographs of the building are also provided.

DEFINITIONS

CONDITION

An element is evaluated as Good when:

- the element is intact, structurally sound and performing its intended purpose
- there are few or no cosmetic imperfections
- the element needs no repair and only minor or routine maintenance

An element is evaluated as Fair when:

- there are early signs of wear, failure, or deterioration, though the element is generally structurally sound and performing its intended purpose
- there is failure of a sub-component of the element
- replacement of up to 25% of the element or replacement of a defective sub-component is required.

An element is evaluated as Poor when:

- the element is no longer performing its intended purpose
- the element is missing
- deterioration or damage affects more than 25% of the element and cannot be adjusted or repaired
- the element shows signs of imminent failure or breakdown
- the element requires major repair or replacement

TREATMENT RATINGS

Preservation: Defined as the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure.

Element: Defined as the basic component or issue on which the program collects information for inventory use. An element may be an architectural feature, structural component, engineering system or a functional requirement.

1. PRESERVE

Statement of Importance:

- the element is associated with those qualities for which the property was designated an NHL and dates from this period(s) of significance, or

- the element is highly distinctive architecturally and dates to the NHL's period(s) of significance, and

- the level of damage or deterioration is such that it is still feasible to preserve.

Condition: Poor to good- Preserve

2. PRESERVE WHEREVER POSSIBLE- IF TOO DETERIORATED TO SAVE, ELEMENT MUST BE REPLACED IN-KIND

Statement of Importance:

- the element has aquired significance in its own right or makes an important contribution to other historic periods or levels of significance identified for the property, or

- the element makes a significant contribution either to the property's historic appearance or as an integral part of the buildings historic construction, or

- the element meets "1" level criteria except that preservation is not feasible.

Condition: Fair to good- Preserve
Poor- Replace

Note Exception: If the element is antiquated and no longer serves a functioning role, retain it, in situ, as an historic artifact, wherever possible.

3. PRESERVE WHEREVER POSSIBLE- IF TOO DETERIORATED TO SAVE, ELEMENT MUST BE REPLACED WITH COMPATIBLE MATERIAL AND DESIGN.

Statement of Importance:

- the element contributes to the historic appearance of the building and dates either to the period(s) of historic significance or represents later, sensitive repair or replacement work, or

- the element dates to the historic period(s) of significance of the building and represents a substantial amount of historic fabric.

Condition: Fair to good- Preserve
Poor- Replace

4. PRESERVE WHERE THERE IS NO COMPELLING REASON FOR REMOVAL; UNDERTAKE ALL NECESSARY ALTERATION WORK AS SENSITIVELY AS POSSIBLE, INCLUDING ANY DEMOLITION WORK.

Statement of Importance:

- the element dates to the historic period(s) of significance of the building or is a later, sensitive repair, but does not represent a substantial amount of historic fabric, is not distinctive, nor does it make any measurable contribution to the building's historic appearance or system of construction.

Condition: Fair to good- Preserve
Poor- Alter/Replace

5. REMOVE/ALTER/REPLACE; UNDERTAKE ALL SUCH NEW WORK AS SENSITIVELY AS POSSIBLE.

Statement of Importance:

- the element is not significant and through design or condition detracts from the historic appearance of the building, or

- the element is a poor design and/or construction detail which contributes to the deterioration of the landmark, or

- the element creates a serious code violation which can not be mitigated. (In cases where mitigation is not possible, removal or alteration of the element may, in some cases, take precedence over higher ratings normally assigned to the element.)

Condition: Poor to good- Remove/Replace

6. SPECIFIED TREATMENT IS NOT REQUIRED, HOWEVER, IF ANY WORK IS DONE ON THIS ELEMENT IT SHOULD BE SYMPATHETIC TO THE HISTORIC QUALITIES OF THE LANDMARK.

Statement of Importance:

- the element has no historic value.

PRIORITY

A Critical deficiency of an element exists where:

- there is advanced deterioration which has resulted in the failure of the building element or will result in the failure of the building element if not corrected within two years, and/or
- there is accelerated deterioration of adjacent or related building materials as a result of the element's deficiency, and/or
- there is a threat to the health and/or safety of the user, and/or
- there is a failure to meet a legislative requirement.

A Serious deficiency of an element exists where:

- there is deterioration which, if not corrected within 2-5 years, will result in the failure of the building element, and/or
- a threat to the health and/or safety of the user may occur within 2-5 years if the deterioration is not corrected, and/or
- there is deterioration of adjacent or related building materials and/or systems as a result of the element's deficiency.

A Minor deficiency of an element exists where:

- standard preventive maintenance practices and building conservation methods have not been followed, and/or
- there is a reduced life expectancy of affected or related building materials and/or systems, and/or
- there is a condition with long-term impact beyond 5 years.

WORK RECOMMENDATIONS

Within the inventory section of the building report, each time a priority has been cited, ie. critical, serious or minor, a work recommendation will appear in the back of the report. Occasionally, several related deficient elements can be grouped together under one work recommendation. When this happens, the description of each of the affected elements refers the reader to the element with the work recommendation and no priorities are cited for the affected elements.

COST ESTIMATES

The cost figures included in the work recommendations are estimates to be used for the planning of future work. They can be based on the inspector's own records, cost data provided by the owner or standard cost estimating guides by RS Means, but they are only estimates. Costs for architect's or engineer's fees or other contingencies are not included.

LIST OF SYMBOLS AND ABBREVIATIONS

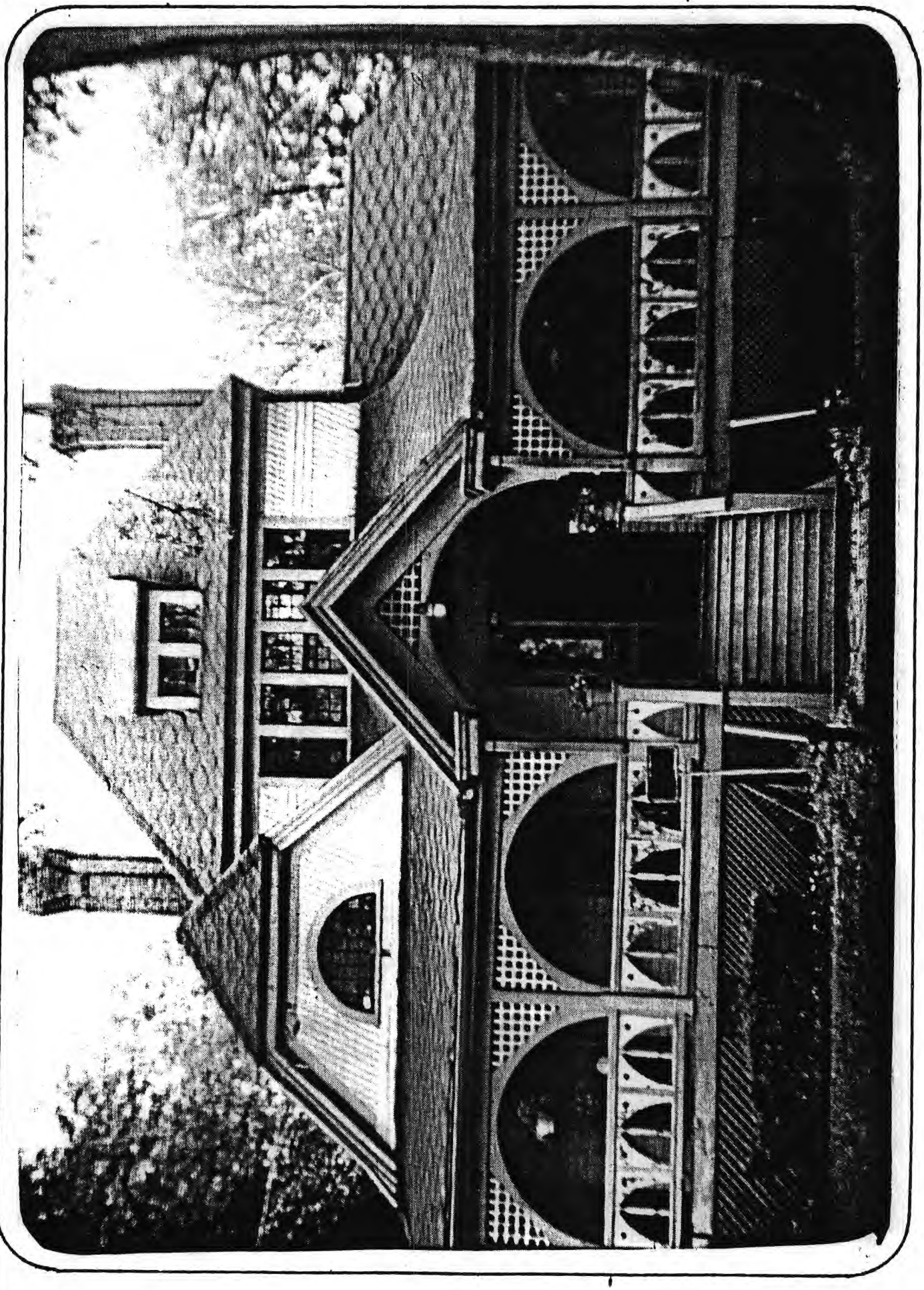
ARO- Alaska Regional Office/NPS
bedrm or BR- bedroom
bldg- building
bm- beam
bmt- basement
btwn- between
clg- ceiling
dbl- double
dine or DR- dining room
E- east
elev- elevation
exist- existing
fdn- foundation
ftg- footing
FL or FLR- floor
galv- galvanized
gyp bd- gypsum board
kit- kitchen
LF- linear feet
LR- living room
MARO- Mid-Atlantic Regional Office/NPS
mtl- metal
N- north
NPS- National Park Service
oc- on center
orig- original
reqd- required
rm- room
RMRO- Rocky Mountain Regional Office/NPS
S- south
SERO- Southeast Regional Office/NPS
SF- square feet
SY- square yard
sgl- single
sht mtl- sheet metal
sm- small
stl- steel
T+G- tongue and groove
typ- typical

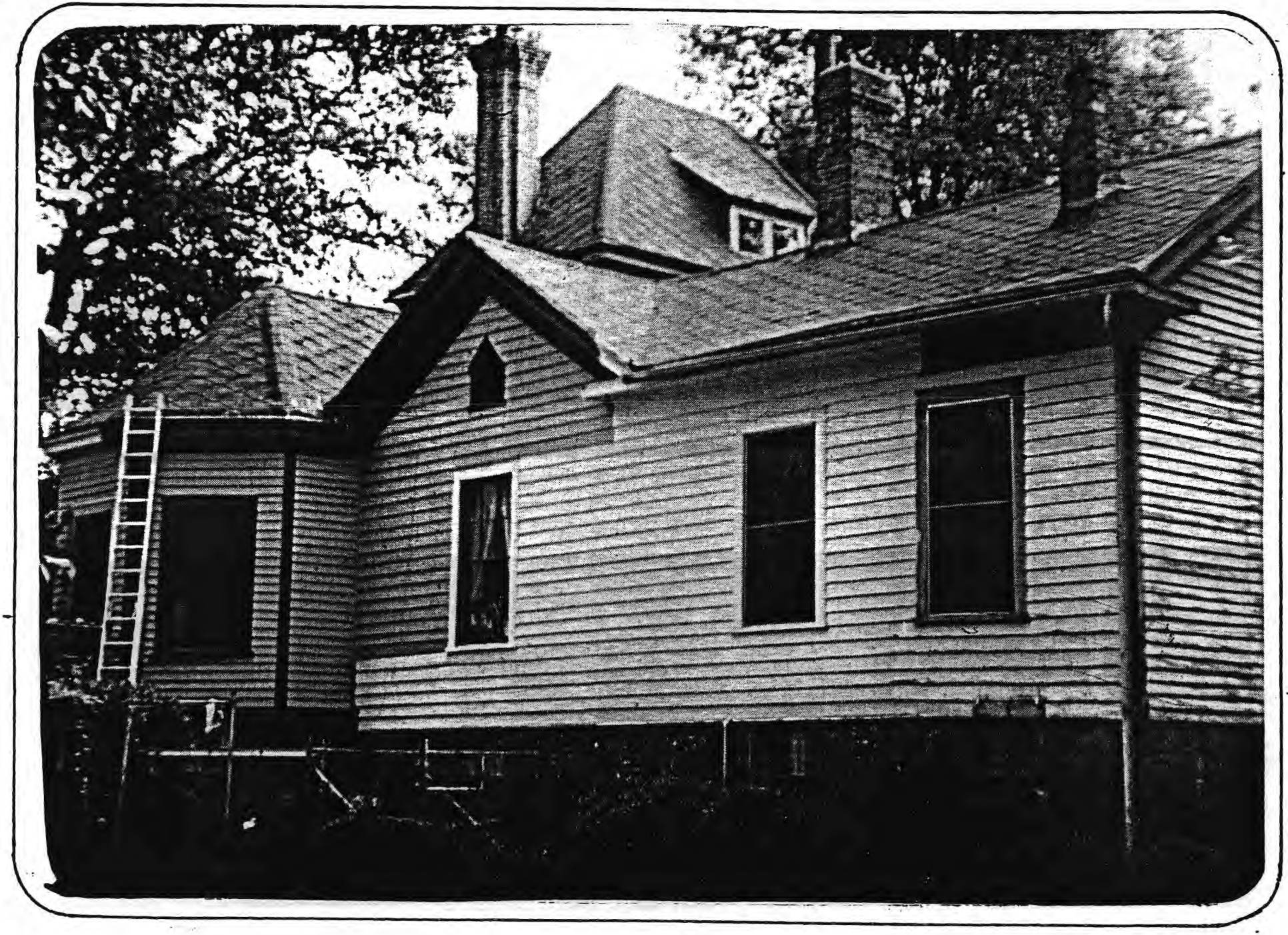
UBC- Uniform Building Code
W- west
WASO- Washington Office/Preservation Assistance Division/NPS
wd- wood
wdo- window

Symbols

"+" - and
"/" - period
":" - dash
"-" - comma

NORTH (FRONT) ELEVATION





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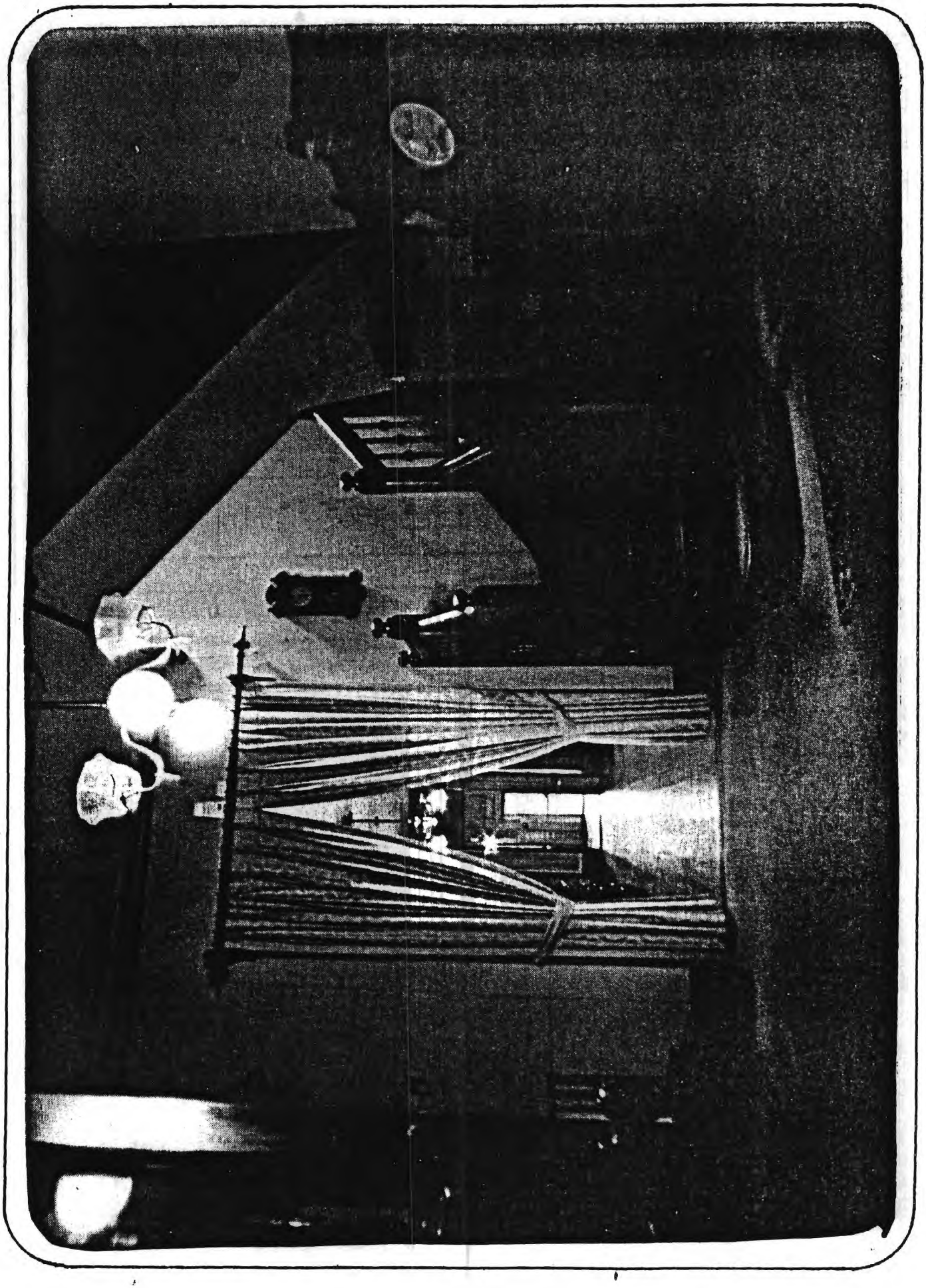
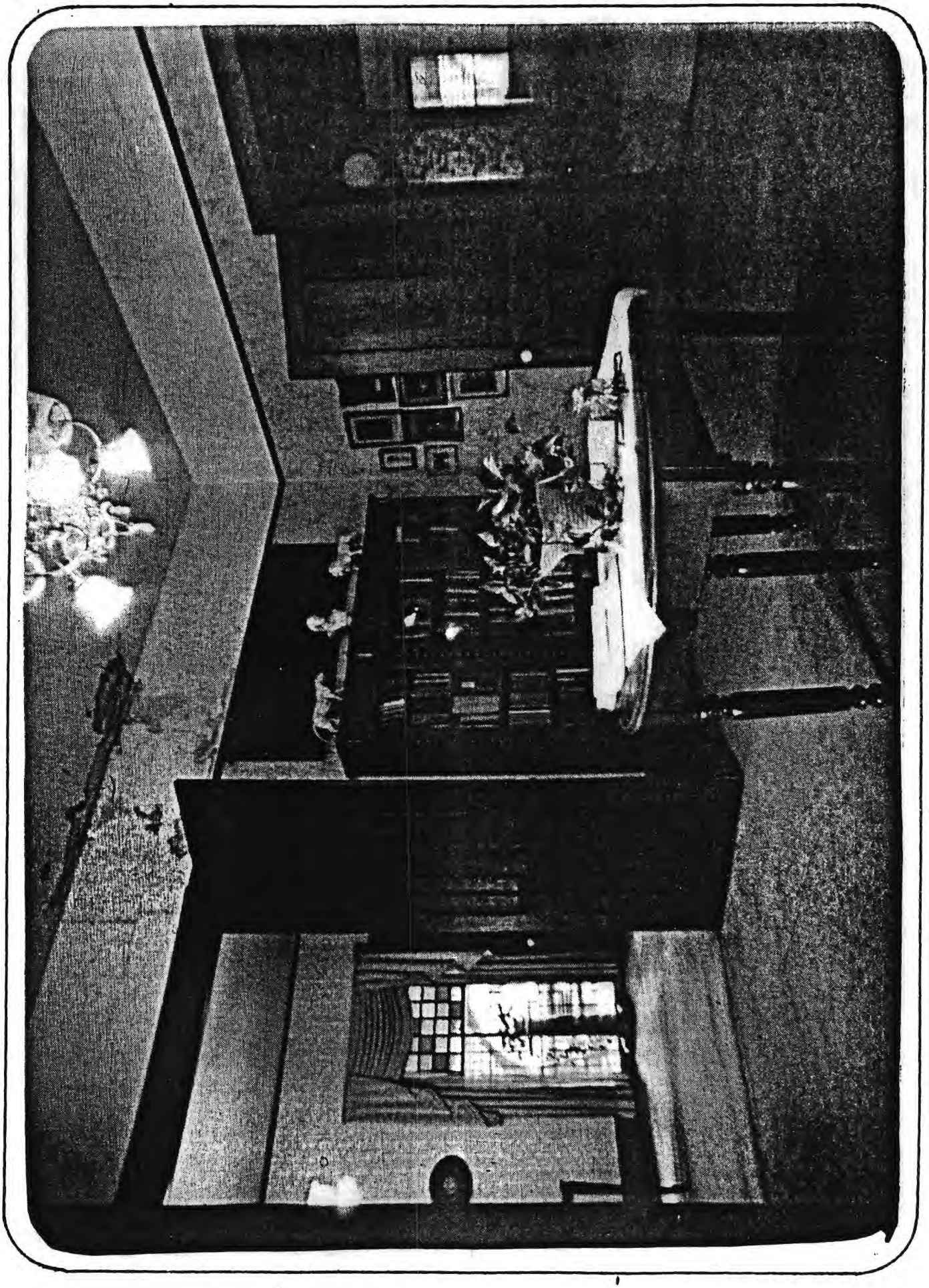
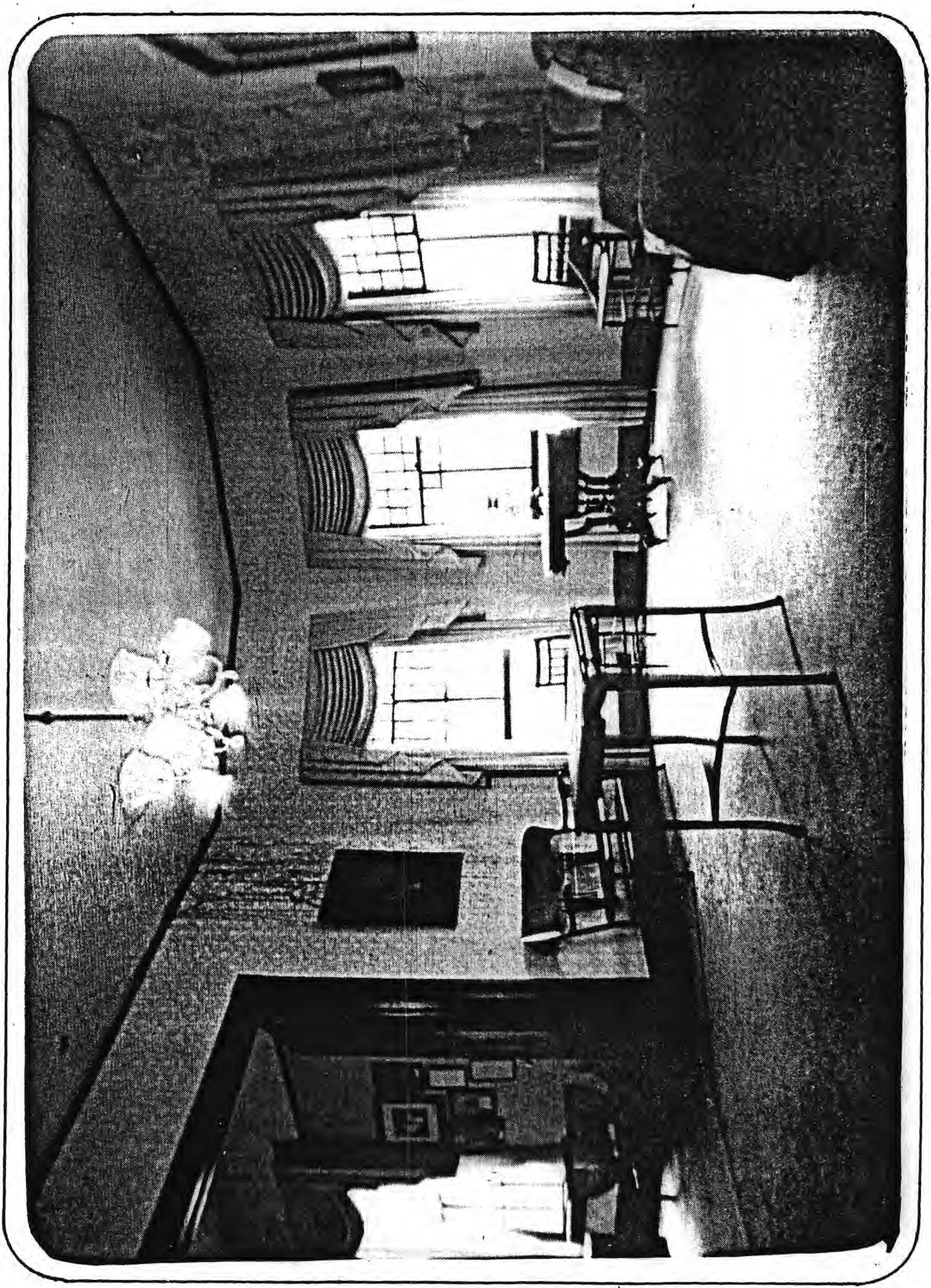


LIBRARY



WEST PARLOR



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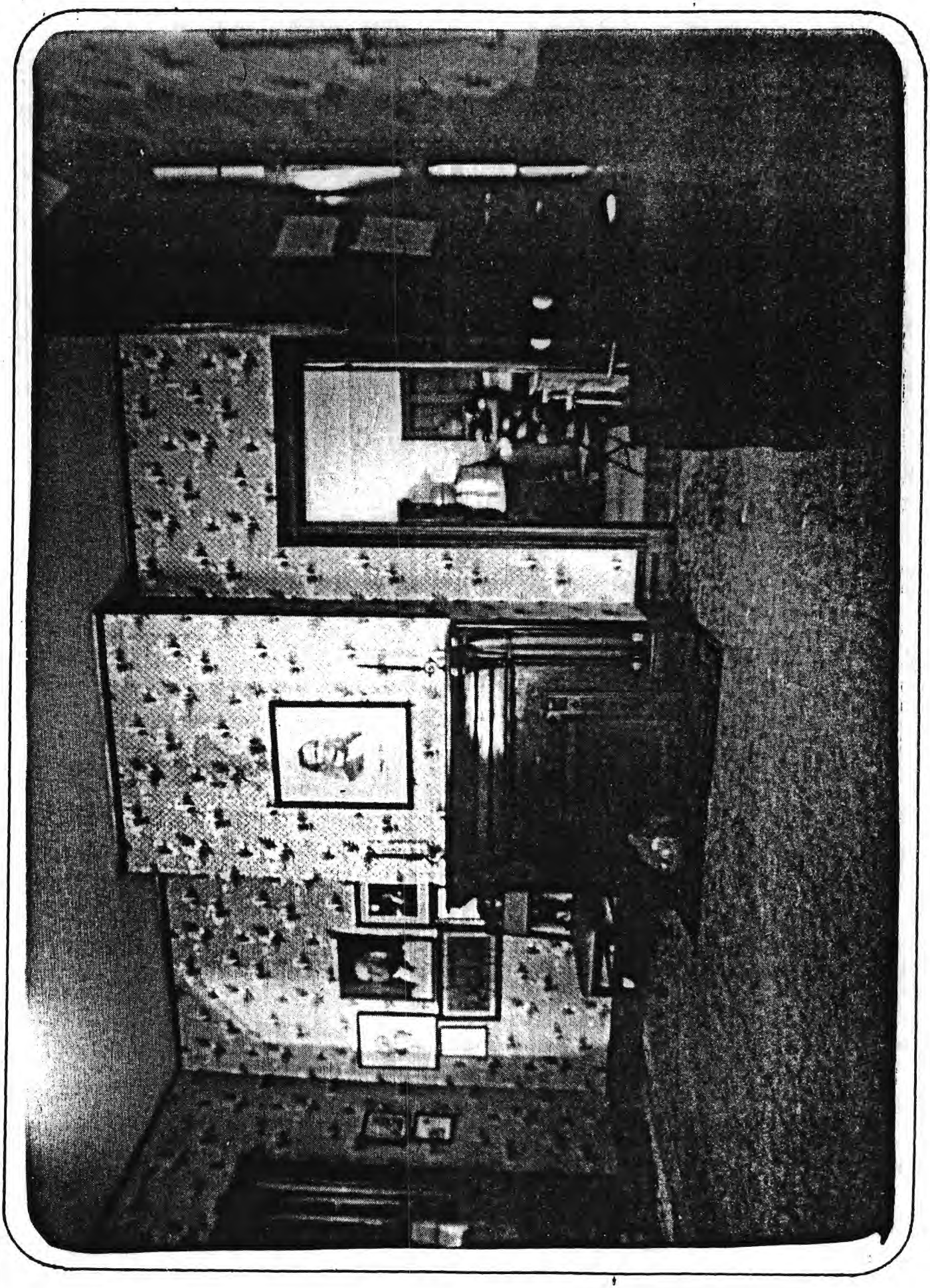

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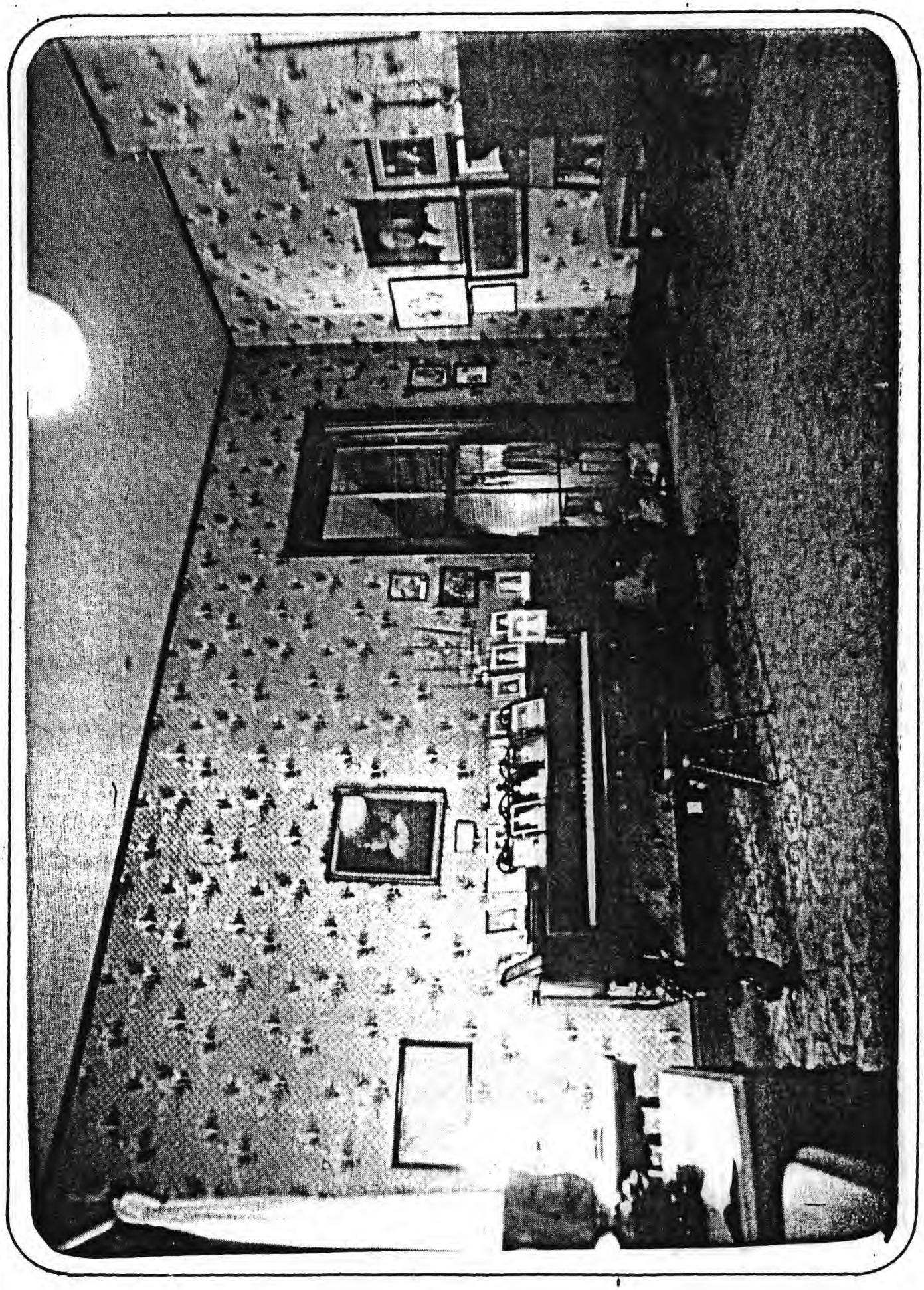
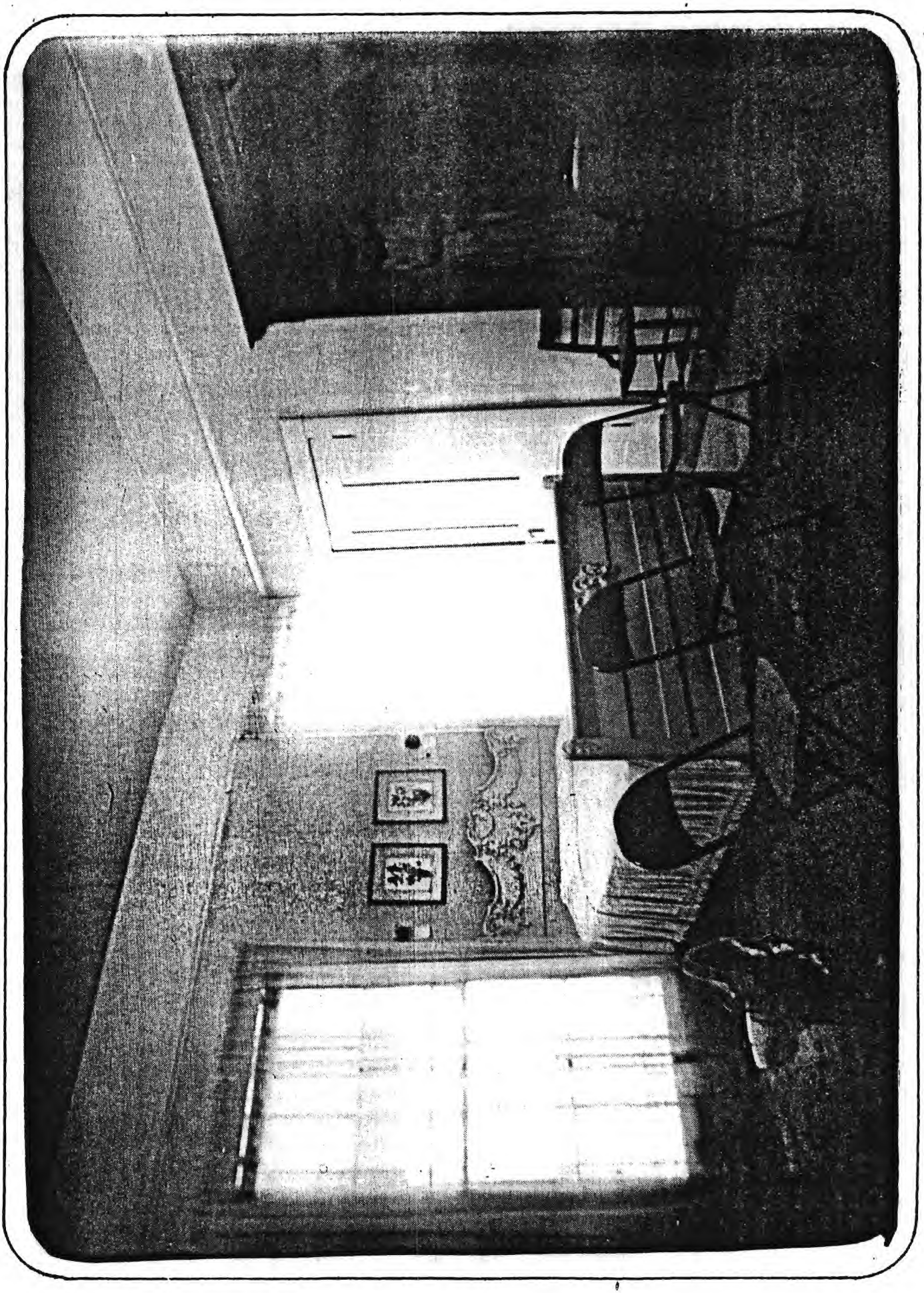
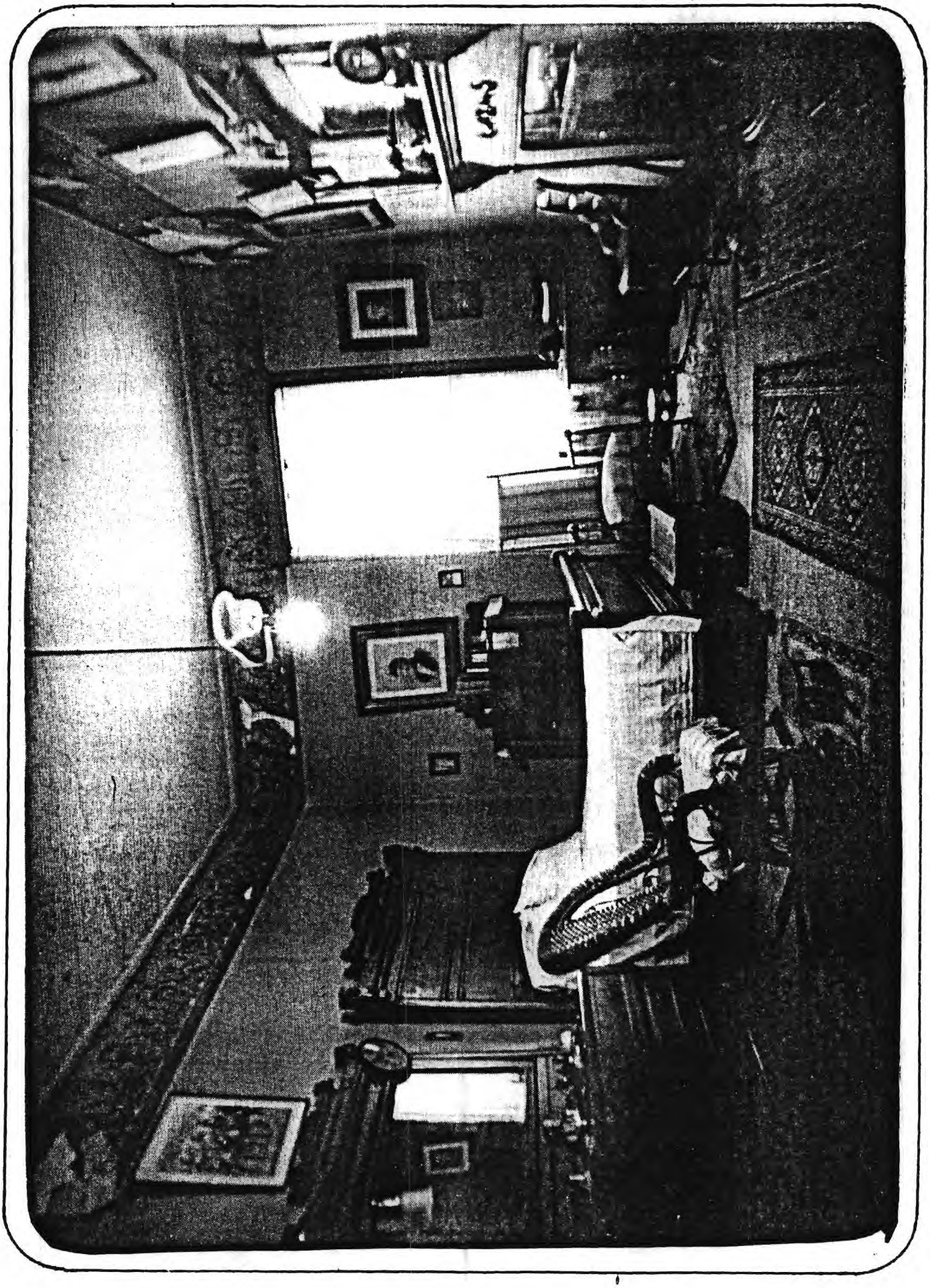


EAST BEDROOM



JOEL CHANDLER HARRIS BEDROOM



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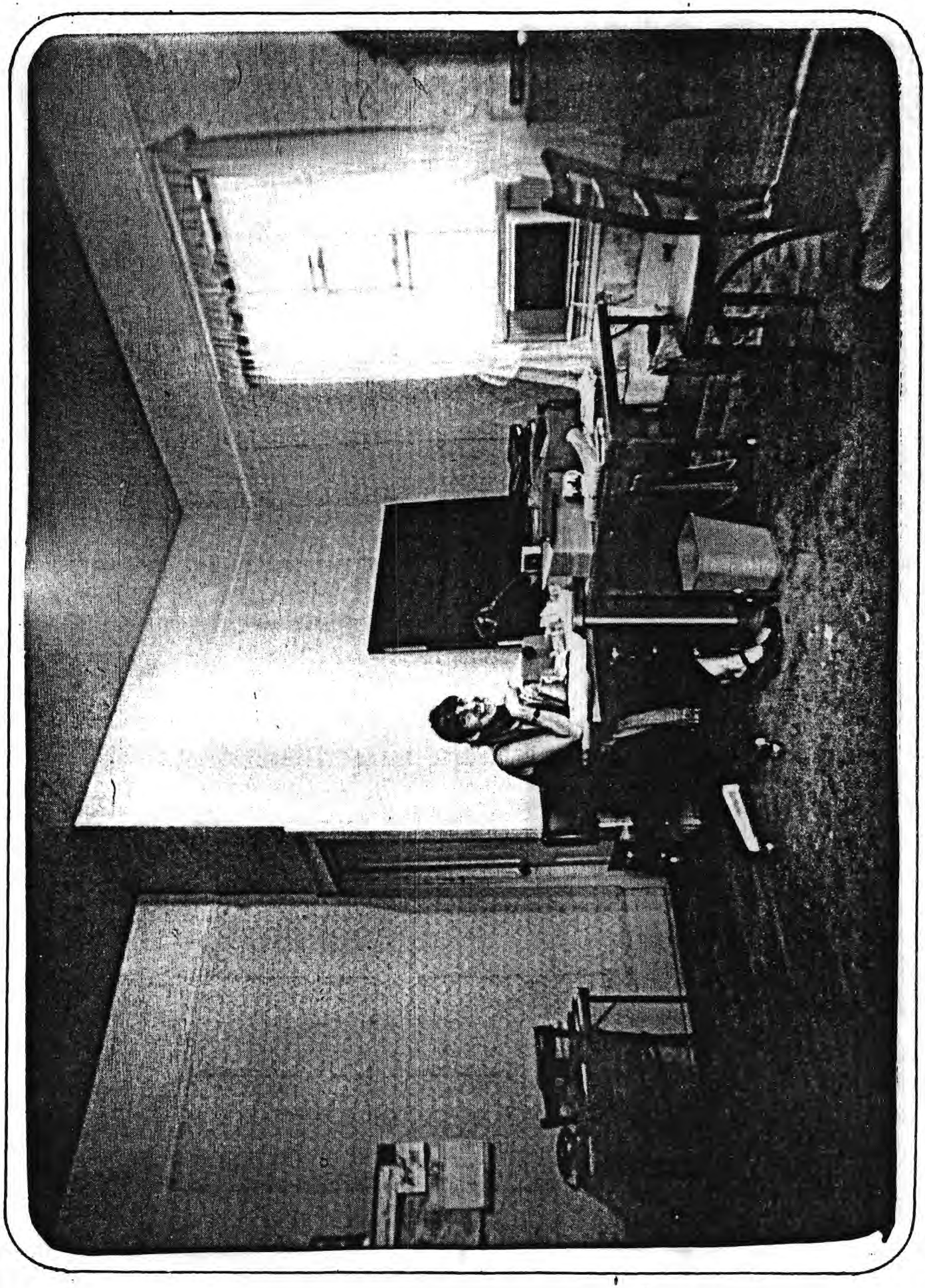
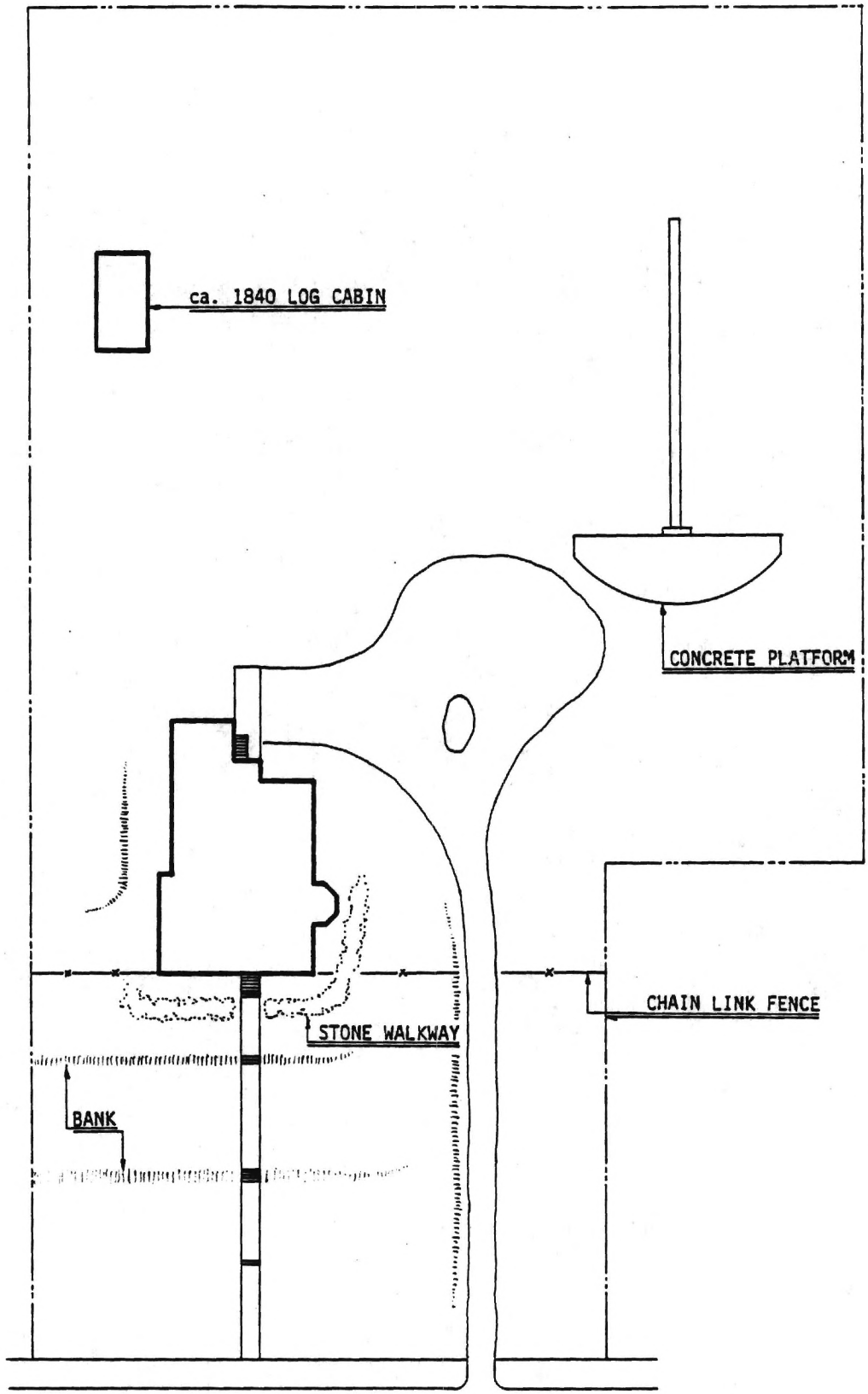
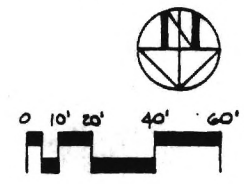
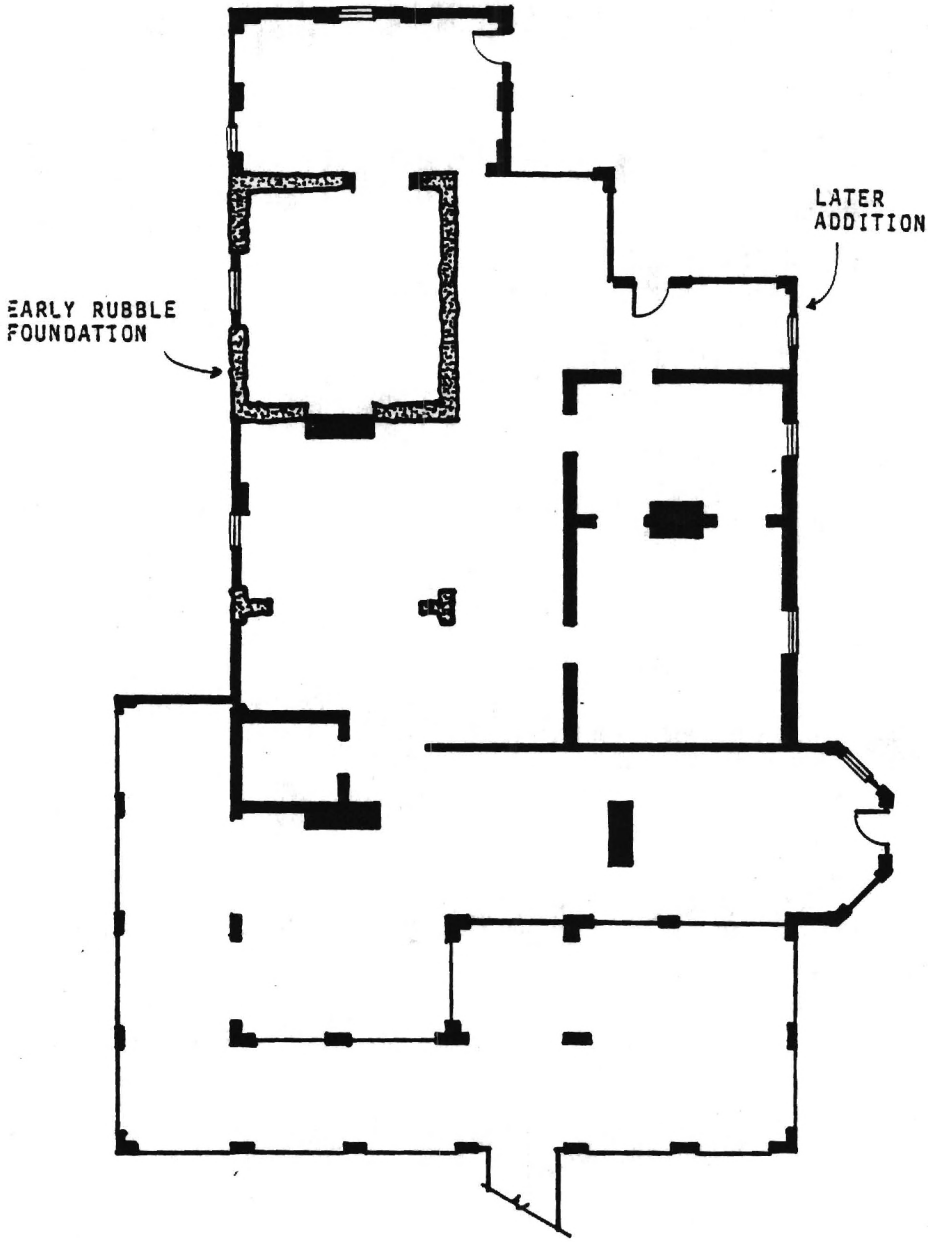


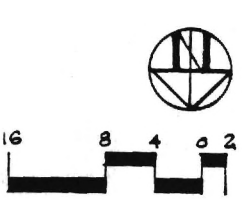

ca. 1840 LOG CABIN
CONCRETE PLATFORM
CHAIN LINK FENCE
STONE WALKWAY
BANK
GORDON STREET, S.W.

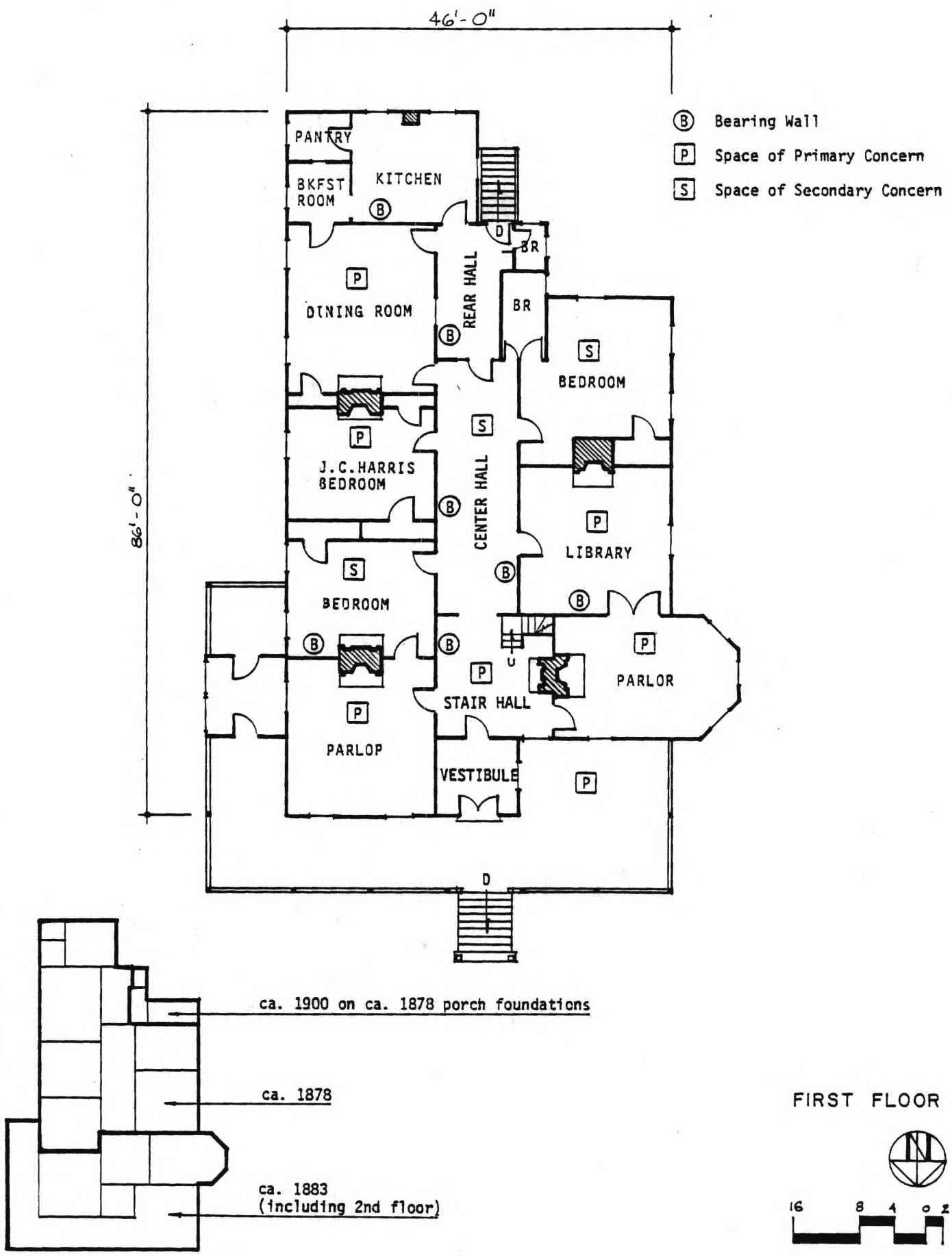
SITE PLAN

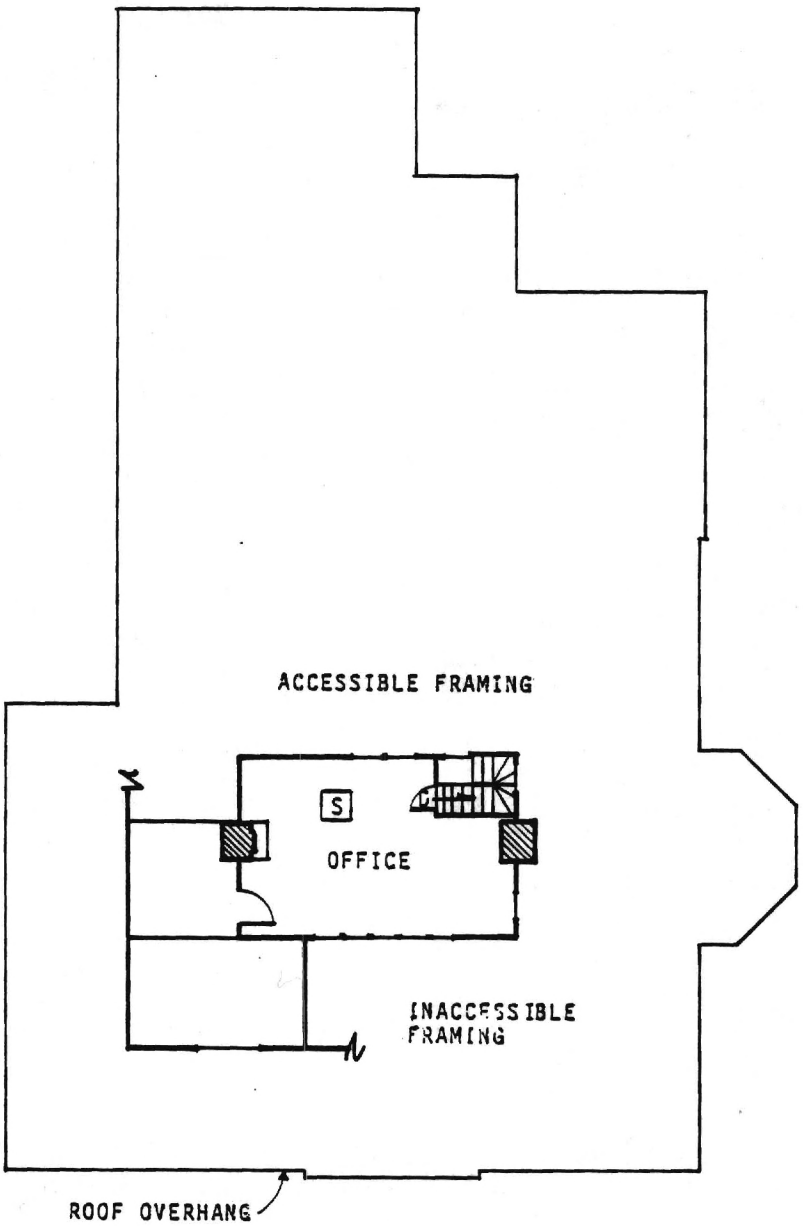

N
0 10' 20' 40' 60'



FOUNDATION PLAN




46'-0"
86'-0"
(B) Bearing Wall
P Space of Primary Concern
S Space of Secondary Concern
PANTRY
BKFST ROOM
KITCHEN
DINING ROOM
REAR HALL
BR
BR
BEDROOM
J.C.HARRIS BEDROOM
CENTER HALL
LIBRARY
BEDROOM
STAIR HALL
PARLOR
PARLOR
VESTIBULE
D
ca. 1900 on ca. 1878 porch foundations
ca. 1878
ca. 1883
(including 2nd floor)
FIRST FLOOR
16 8 4 0 2



SECOND FLOOR

16 8 4 0 2

GENERAL INFORMATION

****

JOEL CHANDLER HARRIS HOUSE (The Wren's Nest)

1050 Gordon Street, S.W.
Atlanta, GA 30300

****

OWNERSHIP:Private | CURRENT USE:House Museum | PROPOSED USE:Same

OWNERS	ADDRESS	PHONE
Joel Chandler Harris Association	1050 Gordon Street, S.W., Atlanta, GA 30310	(404)753-8533

CONTACTS	ADDRESS	PHONE
Madeline Ramy	1050 Gordon Street, S.W., Atlanta, GA 30310	(404)753-8533

****

LANDMARK SIGNIFICANCE

The Joel Chandler Harris House was where noted author Joel Chandler Harris did most of his writing from 1881 until his death in 1908. Harris is best known for his Uncle Remus stories which were based on Black folk tales remembered from his boyhood days in middle Georgia. While working as a writer for the Atlanta Constitution, Harris began to tell the stories of Uncle Remus and his critter friends which would later become popular throughout the world. Harris had just published his first Uncle Remus book when he moved to Gordon Street and began to remodel the small frame house that was there.

ENDANGERED STATUS

Priority 2: The future of the house was threatened due to low levels of public visitation, funding support and lack of a development plan. These problems were substantially corrected at the time of this study.

ARCHITECTURAL DESCRIPTION

The Joel Chandler House is a two story, wood frame house with a picturesque roof line. It is clad with wood clapboards, and fish scale and square butt wood shingles at the 2nd story. A broad porch wraps around the front facade and a portion of the east facade. It is characterized by knee braces at each of the columns with lattice in the triangular voids. An Eastlake style handrail surrounds the porch and continues down the central steps. A small gable roof, supported by large brackets, marks these stairs. The remainder of the porch roof sweeps up to meet the walls of the 2nd floor office and an attic dormer with a semi-circular window and jerkinhead roof. The 2nd story has a steep, hip roof with a shed roof dormer on both the north and south slopes. The remaining rooms are covered by a combination of parallel and intersecting gables. Hexagonal asphalt shingles cover the original wood shingles with 5 interior brick chimneys accenting the roof. The

GENERAL INFORMATION ----------

ARCHITECTURAL DESCRIPTION CONTINUED
majority of the windows are wood double and single hung sash. On the 1st floor 6-over-6 sash predominate, though the octagonal bay of the west parlor has multi-paned-over-1 sash with stained glass in the top, and the east parlor has 2-over-4 sash that go to the floor. The 2nd floor has 16-over-16, 9-over-9, and 6-over-6 sash. The interior reflects the two major periods of construction. The ca 1878 portion of the house has grained, flat door and window trim and base, while the ca 1883 spaces and remodeled dining room have stained, reeded door and window trim, base, and doors. Each of the primary rooms has a different carved oak mantelpiece.

CONDITION DESCRIPTION
The Joel Chandler Harris House is in overall fair condition. The asphalt roof is laid over the original wood shingles and is in fair condition. It has a remaining useful life of 10-15 years. The exterior paint film is in poor condition, peeling down to bare wood in most areas. The front porch is also in poor condition with much of the flooring and balustrade needing replacement. All windows need to be reconditioned. Some will require extensive rebuilding, others need only new window glass, caulking, or sash cords and weights. One of the more serious problems concerns the structure of the first floor. Temporary jacks and beams in the crawl space provide support for the joists. This system is to be replaced. The HVAC and electrical systems will also need to be replaced.

EVALUATION PROCEDURE
The Joel Chandler Harris House is used as an historic house museum. There are underway restoration plans, to be completed in 3 phases, to bring the house up to code and restore its architectural integrity. This includes a paint analysis to determine original colors, recreating the rear porch based on photographic documentaiton and provide access to the handicapped visitor. Interior restoration will include replacing the old wall and ceiling papers with reproductions of original and period papers. New mechanical rooms, bathrooms and concession/orientation spaces are to be put in the basement area along the west side of the house. Work recommendations are based on these plans. NFPA 101 fire/life safety requirements and the Standard Building Code for existing places of assembly were used to evaluate the safety of the structure, with needed code vauiances noted.

GENERAL INFORMATION ----------

LANDMARK INFORMATION
NHL LISTING: Individually
DATE LISTED: 1962
ESTABLISHED BOUNDARIES: Yes
ACREAGE:3
ARCHEOLOGICAL RESOURCES ON SITE:
ABOVE GROUND: None
BELOW GROUND: Unknown
OTHER HISTORIC BUILDINGS ON SITE:
ca 1850 log cabin- No Cond Asmt Rpt

OTHER BUILDINGS ON SITE:
None

BUILDING HISTORY
DATE OF CONSTRUCTION: ca 1878
ARCHITECT: Unknown
HISTORIC FUNCTION: Priv residence
YEARS MODIFIED/MODIFICATION:
ca 1883- front 3 rooms + 2nd floor
ca 1900- bathroom(s) + enlarge W BR

MARKETING INFORMATION
PERCENT OCCUPIED: 100 %
ASSESSED VALUE:
LAND..... N/A
BUILDING. N/A
DATE..... N/A
PROPERTY TAX RATE: N/A
APPRAISAL:
LAND..... N/A
BUILDING.. $ 253,652
DATE..... 1983
SOURCE.... GAB Value Appraisal Serv.
ADDRESS. 1401 W Paces Ferry Rd
Atlanta, GA 30305
PHONE... (404)373-7206
IS BUILDING ON THE MARKET: No
ASKING PRICE: N/A
FEASIBILITY STUDIES: None
DEED RESTRICTIONS: Use restriction
ZONING CLASSIFICATION: RCL/R5
HISTORIC PRESERVATION ZONING RESTRICTIONS: None
ARCHITECTURAL REVIEW BOARD JURISDICTION: Yes
PROXIMITY TO RAPID TRANSIT: 3/4 mile
PROXIMITY TO MASS TRANSIT: On bus line
PROXIMITY TO MAJOR HIGHWAYS: 1/2 mile
PROXIMITY TO OTHER DEVELOPMENTS: 2 blks- West End
PROXIMITY TO CBD: 3 mi downtown Atlanta
NUMBER OF PREVIOUS OWNERS: 3
LOCAL COST FACTOR: None

SIGNIFICANCE
NHL PERIOD OF SIGNIFICANCE: 1881-1909
AREA OF SIGNIFICANCE: Literature

NHL THEME: Literature
OTHER PERIODS OF SIGNIFICANCE: None
STATE HISTORIC LISTING:
None
LOCAL HISTORIC LISTING:
None
PAST FEDERAL INVOLVEMENT:
None

PAST STATE INVOLVEMENT:
None

LOCATION INFORMATION
LOCATION: 2 blks W of intersection-Ashby+Gordon Sts.
COUNTY: Fulton
COUNTY CODE: 121
US LEGISLATIVE DISTRICT: 5
STATE LEGISTATIVE DISTRICT: 39-Senate/31-House
UTM COORDINATES: 16.738800.3735830

OPERATIONS INFORMATION
Open to the Public
SEASON: Year round
HOURS: Mon-Sat 9:30-5/Sun 2-5
AVERAGE OPERATING COSTS:
YEARS..... 1984
ELECTRICAL..... $1,479
GAS..... $2,029
OIL..... N/A
WATER/SEWER.... $210
INSURANCE..... $2,402
PROPERTY TAXES. None

BUILDING CODE INFORMATION
APPLICABLE CODES:
NFPA 101
Standard Bldg Code
Nat'l Electric Code
Nat'l Plumbing Code
HISTORIC PRESERVATION CLAUSE: Yes
OCCUPANCY CLASSIFICATION: Assembly
OCCUPANT LOAD: 160
HAZARD OF CONTENTS: Ordinary
SEISMIC ZONE: 2
OCCUPANCY IMPORTANCE FACTOR: 1.0

GENERAL INFORMATION ----------

BUILDING INFORMATION
FLOOR AREA:..... 3395 SF
ROOF AREA:..... 5679 SF
PERIMETER LENGTH:.... 332 LF
NUMBER OF STORIES:... 3
TYPE OF CONSTRUCTION: Wood frame on brick fdn

NUMBERING INFORMATION
BUILDING NUMBER: 66000281
NATIONAL REGISTER NUMBER: 66000281
OTHER NUMBER:
SOURCE:

DOCUMENTATION
WRITTEN/PHOTOGRAPHIC/GRAPHIC MATERIAL:

TYPE	DATE	LOCATION
HABS Drawings	1984	CAC/College of Architecture, Georgia Tech, Atlanta, GA 30332
Restoration Drawings	1984	Lane Green, Arch, 89 Honour Circle, NW, Atlanta, GA 30305
Photographs	pre 1900	Wren's Nest, 1050 Gordon St, SW, Atlanta, GA 30310

EMERGENCY SERVICES INFORMATION
Fire Protection by: City of Atlanta

404-659-2121/911

Hospital Facilities at: Grady Memorial Hospital
80 Butler Street, SE
Atlanta, GA 30303
404-588-4141/911

Police Protection by: City of Atlanta

404-659-2121/911

OTHER CONTACT INFORMATION

REDEVELOPMENT COMMISSION		
Atlanta Urban Design Commission	10 Park Place South, Atlanta, GA 30303	(404)658-6093
NATIONAL PARK SERVICE REGIONAL OFFICE		
SERO- Preservation Assistance	75 Spring Street, SW, Atlanta, GA 30303	(404)331-2632
STATE HISTORIC PRESERVATION OFFICE		
Department of Natural Resources	1462 Floyd Towers East, 205 Butler St, SE Atlanta, GA.	(404)656-2840
LOCAL/STATE-WIDE PRESERVATION GROUPS		
Georgia Trust for Historic Preservation	1516 Peachtree St. NW, Atlanta, GA 30309	(404)881-9980
Atlanta Historical Society	3101 Andrews Dr NW, Atlanta, GA 30305	(404)261-1837
BUILDING INSPECTION DEPARTMENT		
Community Development Department	68 Mitchell Street SW, Atlanta, GA 30303	(404)658-6336

GENERAL INFORMATION ----------

INSPECTION TEAM DATA
DATE OF INITIAL INSPECTION: 01/29/1985

INSPECTION TEAM PERSONNEL:

INSPECTOR #1	INSPECTOR #2	INSPECTOR #3
Bethanie C. Grashof	Jesse L. Osborne	
Staff Architect	Staff Engineer	
CAC/College of Architecture	CAC/College of Architecture	
Georgia Tech	Georgia Tech	
Atlanta, GA 30332	Atlanta, GA 30332	
(404)894-3390	(404)894-3390	
AREAS: AR/FS/HC/PH	AREAS: ME/PL/EL	
TIME: 4 HRS	TIME: 2 HRS	

DATE OF DATA ENTRY: 02/00/1985
DATA ENTRY BY:
NAME.... Debra Peevy Hobbs
ADDRESS. CAC/College of Architecture
Georgia Tech
Atlanta, GA 30332
PHONE.... (404)894-3390

DATE OF LAST UPDATE INSPECTION:

COMMENTS: ----------

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
SITE					
1 PEDESTRIAN ACCESS:WALKWAY	Hexagon concrete pavers from street to front/stone with authors' names at front + to parking	4	278 LF	GOOD	
2 VEHICULAR ACCESS:PARKING	Dirt and gravel area to SW of house and west side of drive - space for approx 15 cars	4		FAIR	
3 VEHICULAR ACCESS:DRIVEWAY	Dirt and gravel - on west side of site	4		FAIR	MINOR
4 LANDSCAPING:FLORA	Decorative plantings at foundation and throughout yard	4		FAIR	MINOR
5 LANDSCAPING:FENCES/WALLS	Chain-link fence encloses south 3/4 of site	6		FAIR	
7 LANDSCAPING:GRADE	Gradual slope to north + west/approx 12" bank on east side of house + 18" bank in north yard	4		GOOD	
9 SITE:GENERAL 1	ca 1850 log cabin south of house/moved to site in 1946			FAIR	
NOTES: Because this is a separate building, a separate condition assessment evaluation is required.					
10 SITE:GENERAL 2	Concrete platform + large open grass area in southwest corner of site - used during warm months	6		GOOD	
EXTERIOR ENVELOPE					
11 FOUNDATION:WALLS 1	Rubble stone from first structure on site now incorporated into house foundation	2	82 LF	GOOD	
12 FOUNDATION:WALLS 2	Brick:common bound+running bond/piers at E+S+W building perimeter have been filled in with brick	1	320 LF	GOOD	
14 FOUNDATION:PIERS 1	Rubble stone from first structure on site	2	2 EA	GOOD	
15 FOUNDATION:PIERS 2	Brick/wood lattice between piers of front porch	2	22 EA	GOOD	

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
16 FOUNDATION:PIERS 3	Temporary wood piers (23) + metal jacks (6) on concrete block/see work recommendation for #128	5	29 EA	POOR	
17 FOUNDATION:OPENINGS	Steel windows at crawl space (east + south side) with hopper sash	5	4 EA	POOR	SERIOUS
19 WALLS:STRUCTURE 1	2"x4" wood studs-average 16" on center	2	332 LF	GOOD	
20 WALLS:STRUCTURE 2	Brick foundation walls enclose once inhabited basement spaces	2	96 LF	GOOD	
26 WALLS:CLADDING 1	Wood clapboards-average 4" exposure	2	1671 LF	GOOD	
27 WALLS:CLADDING 2	2nd floor level-wood shingles with fish-scale and square butts	2	154 SF	GOOD	
29 WALLS:FINISH 1	Paint:major surfaces-light gray/trim-dark gray/windows-black	5	1825 SF	POOR	SERIOUS
NOTES: Original colors to be determined. Old hand tinted postcard shows house in shades of yellow.					
33 OPENINGS:MAIN DOOR	Front:dbl wood paneled-beveled glass in upper half/rear hall to enclosed porch: paneled with sidelights+transom	2	2 EA	GOOD	MINOR
34 OPENINGS:MAIN DOOR TRIM	Front:flat 5" wide board w/ top drip cap/rear:flat 5" board trim-interior w/ grained finish/wood threasholds	2			
35 OPENINGS:OTHER DOORS	3 tongue+groove wood to basement-rated 3/south rear:wood-5 panel + 1 glass panel-rated 4	3/4	4 EA	FAIR	MINOR
36 OPENINGS:OTHER DOOR TRIM	No trim at basement doors/rear:flat 5" wood board/wood thresholds	4	17 LF	GOOD	
37 OPENINGS:WINDOW FRAMES 1	Wood:all original to respective periods of construction/approx 1" wide 5 3/4" deep	2	42 EA	FAIR	

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
38 OPENINGS:WINDOW SASH 1	ca 1878+ca 1900 addition:wood dbl-hung 6/6/breakfast+pantry-2/2+awning type/see work recommendation for #41	2	18 EA	POOR	
39 OPENINGS:WINDOW TRIM 1	5" flat wood boards with drip cap/7 windows on E side+S window of SW BR-additional cornice molding	2	42 EA	GOOD	
41 OPENINGS:WINDOW SASH 2	ca 1883:wood dbl-hung/number of lights varies/E parlor+1 window of W parlor-opening to floor	2	19 EA	POOR	CRITICAL
44 OPENINGS:WINDOW SASH 3	2nd flr attic:fixed multi-pane half round/see work recommendation for #41	2	1 EA	POOR	
46 OPENINGS:GLAZING	Single thickness/W parlor+front hall+ vestibule with stained glass in top sash see work recommendation for #41	2	42 EA	POOR	
48 OPENINGS:SCREENS	2 wood frame screen doors/aluminum frame at all 1st floor windows/none at second floor	5	26 EA	FAIR	SERIOUS
50 OPENINGS:HARDWARE	Decorative cast-iron butt hinges at front door (also vestibule door to hall)/ windows-standard cast metal catches	2		GOOD	
51 OPENINGS:WDO LINTELS/SILLS	Wood sills at windows	2		FAIR	
52 OPENINGS:GENERAL	Basement:west side-2 over 2 steel windows-top awning w/ bottom fixed sash	5	5 EA	FAIR	SERIOUS
53 FEATURES:STAIRS 1	N (front):wood-simple design/handrail matches porch railing/rebuilt in 1984 to match existing	3	1 EA	GOOD	

NOTES: Old photo shows original stair entire width of arched opening. Except for width of stair, existing design design matches original.

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
54 FEATURES:STAIRS 2	South rear stairs:unpainted pressure treated lumber/built 1984 in compatible design	4	1 EA	GOOD	
NOTES: Owner desires to remove existing stairs and reconstruct original rear porch based on photographic documentation.					
55 FEATURES:PORCHES 1	North:wood-decorative railing+lattice+ knee brace between posts/brackets at gable over stairs	1	937 SF	POOR	CRITICAL
NOTES: The porch is considered a primary space because this is where Harris did most of his writing.					
60 FEATURES:ORNAMENTATION 1	Wood floor joist band at octagonal bay of W parlor/5" wood corner boards	2		FAIR	CRITICAL
62 FEATURES:CHIMNEYS 1	ca 1878:brick with corbeled top	2	4 EA	FAIR	
63 FEATURES:CHIMNEYS 2	ca 1883:brick with raised panels each face + corbeled top/metal flue liners	2	2 EA	FAIR	MINOR
64 FEATURES:GENERAL	Brick terrace + well + arbor at bottom of steps at south side	4		FAIR	
65 ROOF:CORNICE	Wood:approx 9" deep with 14" overhang-consists of wide flat board+bed molding+ corona+cyma recta molding	2	180 LF	FAIR	SERIOUS
NOTES: Cornice located at 2nd floor, gable ends over library + southwest bedroom + porch, and octagonal bay of west parlor.					
67 ROOF:SOFFIT	Flat wood board at porch + E elev + S elev of kitchen + W elev of SW bedroom/ see work recommendation for #65	2	438 LF	FAIR	
68 ROOF:DORMERS	Shed dormers on both N+S sides of roof above office/N-2 fixed sash with 9 panes/S-2 fixed sash with single panes	2	2 EA	GOOD	
71 ROOF:SURFACE MATERIAL 1	Hexagonal asphalt shingles - approx 19"x16" - laid over original wood shingles	4	5679 SF	FAIR	MINOR

BUILDING INVENTORY

	ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE						
74	ROOF:VENTS/OPENINGS	Wood louvered vents at gable ends/gap in soffit of corona/plumbing vents	2		FAIR	
75	ROOF:FLASHING	Asphalt over original metal/lead around plumbing vents/see work recommendation for #71	4		FAIR	
76	ROOF:DRAINAGE	Painted metal gutters+downspouts/W parlor octagonal bay has new (1984) copper downspout+lined wood gutter	5/2	474 LF	POOR	CRITICAL
	NOTES: Metal gutters rated 5-to be removed. Copper octagonal bay downspout + gutter rated 2 and to remain.					
77	ROOF:DECKING/SHEATHING 1	ca 1883:spaced 1"x3" wood decking boards	3	2947 SF	FAIR	
78	ROOF:DECKING/SHEATHING 2	Sawn spaced undressed wood boards at ca 1878 and ca 1900 portions	3	2732 SF	FAIR	
80	ROOF:STRUCTURE 1	ca 1883:2"x6" wood rafters average 24" on center	3	2947 SF	GOOD	
81	ROOF:STRUCTURE 2	ca 1878 + ca 1900:2"x4" wood rafters average 33" on center	3	2732 SF	GOOD	
83	ROOF:INSULATION	Approx 3" blown-in insulation between ceiling joists	6	1967 SF	FAIR	MINOR
84	ROOF:GENERAL	W slope of wood shingle roof+rafters+ board and batten gable end from 1st house on site remains above Harris bedrm	2		GOOD	
85	EXTERIOR:GENERAL 1	Metal burglar bars over basement + porch + east elev windows	5	19 EA	FAIR	MINOR
86	EXTERIOR:GENERAL 2	Enclosed diorama on E porch with additional window + 2 doors/see work recommendation for #162	5	81 SF	FAIR	
	NOTES: Owner plans to remove diorama with installation of wheelchair ramp.					
87	WALLS:MATERIAL 1	Plaster on wood lath:parlors+vest+ stairhall+bedrooms+dining+part library+ office+pantry+breakfast	3	5347 SF	GOOD	MINOR

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
88 WALLS:MATERIAL 2	Wood tongue+groove beaded boards:large bathroom/plastic tile+plywood - small bathroom	3/6	334 SF	FAIR	
NOTES: Large bath dates from ca 1900- added for Harris' mother/small bath from mid-20th century-not significant.					
89 WALLS:MATERIAL 3	Plaster board probably over original plaster:kitchen + west wall of center hall + part of library	4	942 SF	FAIR	
NOTES: Lack of deep reveal at door and window trim suggests plaster board over original plaster.					
90 WALLS:FINISH 1	Paint:kitchen+pantry+bathrms+office+ breakfast room (below chair rail)	4	1222 SF	FAIR	
91 WALLS:FINISH 2	Orig paper in JCH bedroom/part of orig library paper visible behind clear panel	2	484 SF	POOR	SERIOUS
NOTES: Original papers to be reproduced for restoration. Representative examples of original papers should be archived.					
92 WALLS:FINISH 3	Wallpaper from later periods:parlors+ library+remaining bedrms+halls+vest+ breakfast (above chair rail)	1	3869 SF	FAIR	
NOTES: Historic photos show original papers of W parlor + stairhall. Owner desires to reproduce some of original papers.					
93 WALLS:TRIM 1	ca 1883:9" reeded + molded base-matches door+window trim/E+W parlor+stair hall+ vestibule+dining+office	1	317 LF	GOOD	
94 WALLS:TRIM 2	ca 1878:9" flat baseboard grained to match door+window trim/center hall+ bedrooms+library	1	270 LF	GOOD	
95 WALLS:TRIM 3	Simple narrow cornice and picture molding:library+parlor+JCH bedroom+east bedroom+vestibule+center hall	1		GOOD	
NOTES: Old photograph of W parlor shows walls with picture molding - no cornice.					

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
96 WALLS:STRUCTURE 1	2"x4" wood studs, 16" on center	2	3676 SF	GOOD	
99 WALLS:FIREPLACES 1	Elaborate oak mantelpiece with tile hearth+tile or stucco face+some with beveled mirrors	1	7 EA	GOOD	
NOTES: West parlor + stairhall + dining + east bedroom with beveled glass in JCH bedroom + library + east parlor without mirror.					
100 WALLS:FIREPLACES 2	2nd floor office:simple painted wood mantelpiece with tile face + hearth	2	1 EA	GOOD	
101 WALLS:GENERAL	Chair rail in vestibule and breakfast room	2	60 LF	GOOD	
102 OPENINGS:DOORS 1	ca 1883:1st floor - stained - paneled with reeded raised center panels with chamfored edges	1	10 EA	GOOD	
103 OPENINGS:DOOR TRIM 1	ca 1883:1st floor - 4.75" reeded + molded trim with bullseye corner blocks-match doors + baseboards	1		GOOD	
104 OPENINGS:DOORS 2	ca 1878:simple 4 panel doors with grained finish	1	11 EA	GOOD	
105 OPENINGS:DOOR TRIM 2	ca 1878:flat 5.25" board - grained finish/matches doors + baseboards	1		GOOD	MINOR
106 OPENINGS:DOORS 3	4 panel wood at kitchen+bathrooms+2nd floor office	4	7 EA	GOOD	
107 OPENINGS:DOOR TRIM 3	Flat 5" boards:kitchen + bathrooms/2" wide with bead at 2nd floor	4		GOOD	
108 OPENINGS:WINDOW TRIM 1	ca 1883:1st floor - reeded + molded with corner bullseye blocks	1		GOOD	
109 OPENINGS:WINDOW TRIM 2	ca 1875:flat 5 1/2" boards with grained finish	1		GOOD	
110 OPENINGS:WINDOW TRIM 3	2nd floor + kitchen:flat boards/4 5/8" at 2nd floor/5" at kitchen	3		GOOD	

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
EXTERIOR ENVELOPE					
112 CEILINGS:MATERIAL 1	Plaster on wood lath:JCH bedroom + E bedroom + pantry + breakfast + 2nd floor office	3	881 SF	FAIR	
NOTES: For rooms not listed in elements 112-114, the material has not been determined. It is probably plaster on wood lath.					
113 CEILINGS:MATERIAL 2	Gypsum board:center hall + kitchen	4	486 SF	GOOD	
114 CEILINGS:MATERIAL3	Beaded tongue and groove boards: bathrooms/tongue and groove - rear porch	3	198 SF	GOOD	
115 CEILINGS:FINISH 1	Ceiling paper:parlors + library + bedrooms + halls + vestibule + dining	3	2578 SF	FAIR	
116 CEILINGS:FINISH 2	Painted surfaces:kitchen + pantry + breakfast + baths + office + rear porch	4	798 SF	GOOD	
121 CEILINGS:STRUCTURE 1	Alternating 2x4 and 2x6 wood joists - 16" on center	3	3395 SF	FAIR	
125 FLOORS:MATERIAL/FINISH 1	All floors:wood tongue and groove boards - no subfloor/some rooms with additional covering	2	3395 SF	FAIR	
126 FLOORS:MATERIALS/FINISH 2	Sheet vinyl in kitchen + breakfast + baths- 303 SF/linoleum tile in center hall + vestibule- 377 SF	4	680 SF	FAIR	
128 FLOORS:STRUCTURE 1	Wood joists:size varies - 2x8, 2x10 - spacing varies 16" to 27" on center	2	3395 SF	POOR	CRITICAL
131 FLOORS:INSULATION	None	6		POOR	MINOR
133 FEATURES:MAIN STAIRS	Wood - carved newel + turned ballusters with winder stairs at turns/see #142	1	1 EA	GOOD	
FIRE/LIFE SAFETY					
142 CODE:VARIANCES	Will have to seek variance for stair to office - 24" is narrower than minimum 28" reqd by code/also for exit signs				

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
FIRE/LIFE SAFETY					
143 EGRESS:LIGHTING/SIGNS	No emergency lights or exit signs/ lighting provided by standard incandescent fixtures	6		POOR	CRITICAL
144 EGRESS:PATH	2nd flr-stairhall-porch-exterior/ standard residential furnishings/fire resistant ceiling in center hall/see #142	6		POOR	
145 EGRESS:HAZARDOUS AREAS	Unprotected furnace in crawl space	6		POOR	CRITICAL
146 EGRESS:DISTANCE	Maximum travel distance 70ft/2 exits at opposite ends of building/no dead end corridors	6		GOOD	
147 EGRESS:STAIRS/HANDRAILS 1	Interior:24" and 28" clear width/rise 7.5"/run 10"/handrail - 3" wide - 32" high/see work recommendation for #142	1	1 EA	POOR	
148 EGRESS:STAIRS/HANDRAILS 2	North exterior:wood-72" clear width/rise 6"/run 10.5"/handrail 4" wide-35" high	3	1 EA	GOOD	
149 EGRESS:STAIRS/HANDRAILS 3	South exterior:wood-44" clear width/rise 7.5"/run 10"/handrail 4" wide-33" high	4	1 EA	GOOD	CRITICAL
150 EGRESS:DOORS/HARDWARE	North front:double-52" wide/vestibule-38" wide/south rear:30" wide/standard residential hardware	2/4		GOOD	
151 DETECTION:INTRUSION DET SYS	Rollins Security System - direct phone line to Rollins office	6		GOOD	
152 DETECTION:FIRE DET SYS	Rollins Security System - direct phone line to Rollins office/alarm located in rear hall	6		GOOD	
154 EXTINGUISHING:EXTINGUISHERS	Class ABC - November 83 inspection	6	3 EA	FAIR	CRITICAL
HANDICAPPED ACCESSIBILITY					
161 ACCESSIBILITY:PLAN	Building not accessible				
163 EXTERIOR:ACCESSIBLE ENTRY	Driveway - stone walkway - steps/step up from porch into house	6		POOR	SERIOUS

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
HANDICAPPED ACCESSIBILITY					
164 INTERIOR:RESTROOMS	Inaccessible-space too small to accommodate wheelchair-no HC fixtures	6		POOR	
165 ACCESSIBILITY:GENERAL 1	Building and program inaccessible/ drinking fountain provided on rear porch	6		POOR	SERIOUS
PUBLIC HEALTH					
168 WATER TREATMENT:DOMESTIC WATER	By City - no extra treatment at site	6		GOOD	
169 WATER TREATMENT:WASTEWATER	City sewage system	6		GOOD	
170 REFUSE:HANDLING	City collects trash weekly	6		GOOD	
171 PUBLIC HEALTH:GENERAL	Kitchen for private use and occasional catered receptions	6		GOOD	
HEATING/VENTILATING/AIR CONDITIONING					
172 HEATING:EQUIPMENT 1	Gas fired space heater - free standing - Atlanta Stove Works Inc./19,000 BTU/ see work recommendation for #176	5	1 EA	FAIR	
173 HEATING:EQUIPMENT 2	Gas fired forced air furnace - Peerless 192,000 BTU/see work recommendation for #176	6	1 EA	FAIR	
176 HEATING:GENERAL	Heating only - no air or humidity control	6		POOR	SERIOUS
177 COOLING:EQUIPMENT 1	Window A/C units:120V-4,000 BTU/located in rear bedroom + 2nd floor office/see work recommendation for #176	5	2 EA	FAIR	
183 VENTILATION:DUCT WORK	Galvanized steel - sizes: 6,7,8,12+14"/ no insulation/see work recommendation for #176	6		FAIR	
185 HVAC:DECORATIVE FEATURES	Iron floor register in JCH bedroom	2	1 EA	GOOD	
PLUMBING/UTILITY					
187 WATER:PIPING NETWORK	Galvanized steel and copper/size: 3/4 + 1/2"/shut-off valve in basement	4	300 LF	FAIR	

BUILDING INVENTORY

ELEMENT	DESCRIPTION	RATING	QUANTITY	CONDITION	PRIORITY
PLUMBING/UTILITY					
189 WATER:HOT WATER HEATING	Gas fired water heater - 30 gallon	6	1 EA	GOOD	SERIOUS
190 WATER:FIXTURES 1	Standard water closet, lavatory, kitchen sink, drinking fountain	6	1 EA	FAIR	SERIOUS
191 WATER:FIXTURES 2	1 claw foot tub, 1 goose neck water closet, 1 marble top lavatory	3		FAIR	
192 WASTEWATER:PIPING NETWORK	Cast iron, galvanized iron, chrom plated, brass/sizes: 4,2,1 1/2 + 1 1/4	6		FAIR	
194 FUEL:TYPE/STORAGE 1	Natural gas - metered + supplied by Atlanta Gas Co./line sizes: 1/2, 1, 1 1/2" - galvanized steel pipe	6		GOOD	
ELECTRICAL					
197 INCOMING SERVICE:TRANSFORMER	Pole mounted by Georgia Power Co.	6		GOOD	
198 INCOMING SERVICE:SERVICE LINES	#1 AWG-600V single insulated conductors/ service drop to MDP 100A-120/240V/see work recommendation for #207	6		GOOD	
199 INCOMING SERVICE:GROUND	#6 AWG-600V-single insulated to ground rod/see work recommendation #207	6		GOOD	
200 INCOMING SERVICE:MAIN DIST PNL	#1/0 AWG-600V-adequate for 100A main/ pressure type main connection/cartridge+ plug fuse	6		GOOD	
NOTES: See work recommendation for #207.					
201 MAIN DIST PNL:ACCESS/MARKING	Direct access/no directory	6		GOOD	
204 NETWORK:CONDUCTORS/RACEWAY	2-wire BX cable type/3-wire Romex type/ see work recommendation for #207	5		GOOD	
205 NETWORK:LIGHTING TYPE 1	Regular incandescent fixtures - table lamps, ceiling, wall	4	14 EA	FAIR	
206 NETWORK:LIGHTING TYPE 2	Decorative antique incandescent/gas fixtures - wall + ceiling hung	1	8 EA	GOOD	
207 ELECTRICAL:GENERAL 1	System old+inadequate for proposed use	6		POOR	SERIOUS

WORK RECOMMENDATIONS
by Priority

CATEGORY / ELEMENT / RATING	DEFICIENCY CODE	RECOMMENDATION JUSTIFICATION	QUANTITY	MAT / LABOR +MARKUP
CRITICAL				
41 EXTERIOR ENVELOPE OPENINGS:WINDOW SASH 2 RATING: 2 SOURCE: RS MEANS	All windows in varying degrees of deterioration - broken glass, mullions, rails glazing compound	Remove ea wdo-recondition as reqd/install weather strip-reset wdo/window inventory should be made to determine degree of reconditioning reqd for each window	41 EA	1111 9982 2219 $ 13312
55 EXTERIOR ENVELOPE FEATURES:PORCHES 1 RATING: 1 SOURCE: RS MEANS	Serious deterioration of front porch floor+handrails+cornice/ peeling paint to bare wood	Restore porch/replace in kind details as reqd/prime/paint to match house	937 SF	1326 2598 785 $ 4709
60 EXTERIOR ENVELOPE FEATURES:ORNAMENTATION 1 RATING: 2 SOURCE: RS MEANS	Severe deterioration of joist band-front porch+corner board-SW corner of BR/paint peeling to bare wood	Replace band+corner board as reqd to match exist/scrape paint to sound layer/prime/ paint	27 LF	40 84 25 $ 149
76 EXTERIOR ENVELOPE ROOF:DRAINAGE RATING: 5 SOURCE: RS MEANS	Serious deterioration of gutters & downspouts (all but octagonal bay)	Install new copper gutter at front porch-galvanized steel at remainder	252 LF	648 437 217 $ 1302
128 INTERIOR ENVELOPE FLOOR:STRUCTURE 1 RATING: 2 SOURCE: RS MEANS	Floor structure inadequate for for bldg loads/temp wood+metal jacks provide emergency support	Stiffen 1468 SF w/ 2x10 sister joists over future basement/ provide intermediate support w/ bar joists on pad footings in remaining 1638 SF	3138 SF	1230 1933 632 $ 3795
143 FIRE/LIFE SAFETY EGRESS:LIGHTING/SIGNS RATING: 6 SOURCE: RS MEANS	No emergency lights or exit/ will be required in new basement spaces/NFPA 101 9-2.9	Install emergency lights + exit signs at each of new exit doors in basement/by code 1st floor doors should be marked-fire marshall may allow variance may allow variance	5 EA	939 227 223 $ 1399

WORK RECOMMENDATIONS
by Priority

CATEGORY / ELEMENT / RATING	DEFICIENCY CODE	RECOMMENDATION JUSTIFICATION	QUANTITY	MAT / LABOR / +MARKUP
CRITICAL				
145 FIRE/LIFE SAFETY EGRESS:HAZARDOUS AREAS RATING: 6 SOURCE: RS MEANS	Furnace located in unprotected crawl space	Excavate area of crawl space for mechanical room - provide fire-rated surfaces		1838 1708 709 $ 4255
149 FIRE/LIFE SAFETY STAIRS:HANDRAILS 3 RATING: 4 SOURCE: RS MEANS	Rear stair does not have proper top landing/UBC 3304	Rebuild stair w/ 4ft landing to meet life safety code/match existing design		290 137 85 $ 512
154 FIRE/LIFE SAFETY EXTINGUISHING:EXTINGUISHERS RATING: 6 SOURCE: RS MEANS	Out-dated inspection	Update inspection - cost insignificant	3 EA	0 0 0 $ 0
SERIOUS				
17 EXTERIOR ENVELOPE FOUNDATION: OPENINGS RATING: 5 SOURCE: RS MEANS	With new basement use ventilation of crawl space will be inadequate	Replace E+S basement windows w/ metal grilles of compatible design/repair jambs as reqd	4 EA	200 106 61 $ 367
28 EXTERIOR ENVELOPE WALLS:SURFACE MATERIAL 3 RATING: 5 SOURCE: RS MEANS	Paint peeling on all wall surfaces-often to bare wood/ dirt accumulation	Remove paint as reqd/clean + roughen surfaces where paint adheres properly/prime/ repaint/failure in some areas req removal/sound areas req normal preparation	1825 SF	420 2098 504 $ 3022
48 EXTERIOR ENVELOPE OPENINGS:SCREENS RATING: 5 SOURCE: RS MEANS	Metal frames bent-some torn screens/incompatible use of materials	Replace w/ wood frame screens-paint to match windows/install on 1st flr/2nd flr-N + W elev/ basement-W elev	34 EA	940 614 311 $ 1865

WORK RECOMMENDATIONS
by Priority

CATEGORY / ELEMENT / RATING	DEFICIENCY CODE	RECOMMENDATION / JUSTIFICATION	QUANTITY	MAT / LABOR / +MARKUP
SERIOUS				
52 EXTERIOR ENVELOPE OPENINGS:GENERAL RATING: 5 SOURCE: RS MEANS	Incompatible design-large gaps between sash & jamb	Replace W windows w/ wd 6/6 operable sash of compatible design/rebuild jambs/basement to be used for concessions+ restrooms+orientation	4 EA	423 512 187 $ 1122
65 EXTERIOR ENVELOPE ROOF:CORNICE RATING: 2 SOURCE: RS MEANS	Paint peeling to bare wood/ portion of W gable cornice missing	Replace damaged cornice/scrape fascia + cornice + soffit to sound paint/prime/repaint	618 LF	100 600 140 $ 840
91 INTERIOR ENVELOPE WALLS:FINISH 3 RATING: 2 SOURCE: RS MEANS	Existing wallpaper stained, peeling	Carefully remove existing/ archive original papers/ reproduce original papers	200 SF	210 185 80 $ 475
163 HANDICAPPED ACCESSIBILITY EXTERIOR:ACCESSIBLE ENTRY RATING: 6 SOURCE: RS MEANS	Bldg inaccessible to wheel-chair visitor/difficult for other handicapped visitors	Build walk from parking to new HC ramp on E side of bldg-ramp to match porch design/provide wood ramp at front door-to be moved into place as reqd	48 LF	4460 4083 1709 $ 10252
165 HANDICAPPED ACCESSIBILITY ACCESSIBILITY:GENERAL 1 RATING: 6 SOURCE: RS MEANS	Bldg + program inaccessible	Provide concessions + orientation space in new basement/provide fire-rated surfaces as required		1927 1504 686 $ 4117
176 HVAC HEATING:GENERAL RATING: 6 SOURCE: RS MEANS	Bldg has only gas heating unit with no A/C	Replace existing gas-fired forced air furn with new heating + cooling unit + remove gas space heater on 2nd floor		19575 10665 6048 $ 36288

WORK RECOMMENDATIONS
by Priority

CATEGORY / ELEMENT / RATING	DEFICIENCY CODE	RECOMMENDATION / JUSTIFICATION	QUANTITY	MAT / LABOR / +MARKUP
SERIOUS				
189 PLUMBING/UTILITY WATER:HOT WATER HEATING RATING: 6 SOURCE: RS MEANS	Water heater is located in kitchen area on 1st flr/ too small for proposed use	Locate new water heater in utility room with heating + cooling unit in basement	1 EA	390 710 220 $ 1320
190 PLUMBING/UTILITY WATER:FIXTURES 1 RATING: 6 SOURCE: RS MEANS	Bathroom fixtures inadequate	Install two bathrooms in basement area w/ 4 fixtures each-make HC accessible/ provide fire-proofed finish		4178 4444 1724 $ 10346
207 ELECTRICAL ELECTRICAL:GENERAL 1 RATING: 6 SOURCE: RS MEANS	The 100A system is old and inadequate for proposed use	Install new 200A system + relocate panel in utility room w/ heating + cooling unit in basement		1835 6835 1734 $ 10404
MINOR				
3 SITE VEHICULAR ACCESS:DRIVEWAY RATING: 4 SOURCE: RS MEANS	Deep ruts + potholes throughout driveway and parking area	Regrade surface/Prepare sub-base/lay 3" crushed stone	1625 SY	2362 775 627 $ 3764
4 SITE LANDSCAPING:FLORA RATING: 4 SOURCE: RS MEANS	Small tree at SE corner overhangs roof-hits gutter	Remove tree		0 14 3 $ 17
33 EXTERIOR ENVELOPE OPENINGS:MAIN DOOR RATING: 2 SOURCE: RS MEANS	Rear hall door-side light broken+glass painted	Replace glass side lights + transom/with restoration of rear porch this door will become exterior door again	20 LF	26 66 19 $ 111

WORK RECOMMENDATIONS
by Priority

CATEGORY ELEMENT RATING	DEFICIENCY CODE	RECOMMENDATION JUSTIFICATION	QUANTITY	MAT LABOR +MARKUP
MINOR				
35 EXTERIOR ENVELOPE OPENINGS:OTHER DOORS RATING: 3 SOURCE: RS MEANS	With new basement use, door openings will be inadequate	Redo openings to accept 7'0"x 36" T+G doors-1 hr fire rating	2 EA	1018 478 299 $ 1795
63 EXTERIOR ENVELOPE FEATURES:CHIMNEY 2 RATING: 2 SOURCE: RS MEANS	Deterioration of corbeled portion of chimneys-west chimney no longer matches east chimney	Rebuild top portions of both chimneys/use exist E chimney +historic photo as guide/ remove metal stacks	2 EA	206 917 225 $ 1348
71 EXTERIOR ENVELOPE ROOF:SURFACE MATERIAL 1 RATING: 4 SOURCE: RS MEANS	Asphalt roof & flashing old w/ many tar patches/has useful life approx 5-10 years	Remove asphalt+wood shingles+ flashing/install wood shingle roof+flashing	5679 SF	7373 7670 2170 $ 13021
83 EXTERIOR ENVELOPE ROOF:INSULATION RATING: 6 SOURCE: RS MEANS	Inadequate or no insulation between ceiling joists	Install 3" where insulation exists (1969 SF) - 6" where none exists (929 SF)	2898 SF	458 453 182 $ 1093
87 INTERIOR ENVELOPE WALLS:MATERIALS 1 RATING: 3 SOURCE: RS MEANS	Cracks in pantry + breakfast room	Clean walls + ceiling-patch cracks in walls-prime + paint	695 SF	32 87 24 $ 143
105 INTERIOR ENVELOPE OPENINGS:DOOR TRIM 2 RATING: 1 SOURCE: RS MEANS	Originally grained door + window trim have been painted in east bedroom	Prepare trim surface to be regrained/grain to match existing	151 LF	25 200 45 $ 270

WORK RECOMMENDATIONS
by Priority

CATEGORY / ELEMENT / RATING	DEFICIENCY CODE	RECOMMENDATION JUSTIFICATION	QUANTITY	MAT / LABOR / +MARKUP
CRITICAL				
131 INTERIOR ENVELOPE FLOOR:INSULATION RATING: 6 SOURCE: RS MEANS	No floor insulation/heat loss thru floor	Provide insulation w/ vapor barrier at floors above unoccupied crawl space	1630 SF	831 490 264 $ 1584
201 ELECTRICAL MAIN DISTR PANEL:ACCESS MARKING RATING: 6 SOURCE: RS MEANS	Panel Box directory not marked	Label all circuits-costs are insignificant		0 0 0 $ 0

C O S T S U M M A R Y----------

JOEL CHANDLER HARRIS HOUSE (WREN'S NEST)

1050 Gordon Street, S.W.
Atlanta, GA 30310

DEFICIENCY CATEGORY	PRIORITY 1 "CRITICAL"	PRIORITY 2 "SERIOUS"	PRIORITY 3 "MINOR"	CATEGORY SUBTOTAL
SITE	$ 0	$ 0	$ 3781	$ 3781
EXTERIOR ENVELOPE	$ 19472	$ 7216	$ 22399	$ 49087
INTERIOR ENVELOPE	$ 3795	$ 475	$ 1997	$ 6267
FIRE/LIFE SAFETY	$ 6166	$ 0	$ 0	$ 6166
HANDICAPPED ACCESSIBILITY	$ 0	$ 14369	$ 0	$ 14369
PUBLIC HEALTH	$ 0	$ 0	$ 0	$ 0
HEATING/VENTILATING/AIR CONDITIONING	$ 0	$ 36288	$ 0	$ 36288
PLUMBING/UTILITY	$ 0	$ 11666	$ 0	$ 11666
ELECTRICAL	$ 0	$ 10404	$ 0	$ 10404
PRIORITY SUBTOTAL	$ 29433	$ 80418	$ 28177	

TOTAL COST FOR BUILDING: $ 138028

APPENDIX B

FIELD INPUT FORMS

FIELD INPUT FORM - GENERAL INFORMATION

NHL NAME:_____
(Official name as on NHL/NR nomination)

OTHER NAME:_____
(Other name by which NHL is known)

CURRENT USE:_____
(For what is NHL used, including abandoned)

PROPOSED USE:_____
("same" or list proposed use)

OWNERSHIP/CONTACT INFORMATION

OWNERSHIP:_____
(Private/State/Federal/Municipal)

OWNER(S) ADDRESS PHONE

_____

_____

CONTACT(S) ADDRESS PHONE

_____

_____

OTHERS ADDRESS PHONE

REDEVELOPMENT COMMISSION

_____

NATIONAL PARK SERVICE REGIONAL OFFICE

_____

STATE HISTORIC PRESERVATION OFFICE

_____

LOCAL/STATE-WIDE PRESERVATION GROUPS

_____

_____

BUILDING INSPECTION DEPARTMENT

_____

LANDMARK INFORMATION
(This information will be provided by NPS. It is the responsibility of the inspection team to transfer the information to this form for data entry.)

NHL LISTING:_____
(Individually or within a district)

NHL DISTRICT:_____

DATE LISTED:_____

ESTABLISHED BOUNDARIES:(Yes/No)_____

ACREAGE:_____

ARCHEOLOGICAL RESOURCES ABOVE GROUND:_____

ARCHEOLOGICAL RESOURCES BELOW GROUND:_____

OTHER HISTORIC BUILDINGS ON SITE/CONDITION ASSESSMENT REPORT:
(This information shall be field verified by the inspection team.)
_____
_____
_____

OTHER BUILDINGS ON SITE:
(This information shall be field verified by the inspection team.)
_____
_____

SIGNIFICANCE INFORMATION
(This information will be provided by NPS. It is the responsibility of the inspection team to transfer the information to this form for data entry.)

NHL PERIOD OF SIGNIFICANCE:_____

AREA(S) OF SIGNIFICANCE:
_____
_____

NHL THEME:_____

OTHER PERIODS OF SIGNIFICANCE:_____

STATE HISTORIC LISTING:_____

LOCAL HISTORIC LISTING:_____

PAST FEDERAL INVOLVEMENT/FUNDING:
_____
_____

PAST STATE INVOLVEMENT/FUNDING:
_____

BUILDING HISTORY
(This information will be provided by NPS. It is the responsibility of the inspection team to transfer the information to this form for data entry.)

DATE OF CONSTRUCTION:_____

ARCHITECT:_____

HISTORIC USE:_____

YEARS MODIFIED/MODIFICATION:
(This information shall be field verified by the inspection team.)
_____
_____
_____

LOCATION INFORMATION

ADDRESS:_____
_____

LOCATION: (Description of where located-ie. street intersection. etc.)
_____

COUNTY:_____

COUNTY CODE:_____
(Taken from regional NPS Landmark files, or from GSA Worldwide Geographic location codes, published June 1981.)

NPS REGION:_____
(Official 4 letter code of NPS region in which NHL is located)

US CONGRESSIONAL DISTRICT:_____
(Taken from regional NPS Landmark files, or contact County voter registration office.)

STATE LEGISLATIVE DISTRICT:_____
(Contact County voter registration office.)

UTM COORDINATES:_____
(Taken from regional NPS Landmark files.)

MARKETING INFORMATION

PERCENT OCCUPIED:_____

ASSESSED VALUE (If assessed value is combined, enter total under building, enter N/A under land.)

LAND:_____
BUILDING:_____
DATE:_____

PROPERTY TAX RATE:_____

APPRAISAL (If appraisal is combined, enter total under building, enter N/A under land.)

LAND:_____
BUILDING:_____
DATE:_____

APPRAISAL SOURCE:_____
ADDRESS:_____
_____
PHONE:_____

IS BUILDING ON THE MARKET: (Yes/No)_____
ASKING PRICE:_____
FEASIBILITY STUDY: (Yes/No)_____

DEED RESTRICTIONS:_____

ZONING CLASSIFICATION:_____

HISTORIC PRESERVATION ZONING RESTRICTIONS: (Yes/No/Unknown)_____

ARCHITECTURAL REVIEW BOARD JURISDICTION: (Yes/No/Unknown)_____

PROXIMITY TO RAPID TRANSIT:_____

PROXIMITY TO MASS TRANSIT:_____

PROXIMITY TO MAJOR HWYS:_____

PROXIMITY TO OTHER DEVELOPMENTS:_____
(Includes office complexes/parks, other local business districts. For rural sites, entry may be "none".)

PROXIMITY TO CBD:_____
(Location of major CBD of area in which NHL is located. For rural sites, entry may be "none".)

NUMBER OF PREVIOUS OWNERS:_____

LOCAL COST FACTOR:_____
(Factor applied to all cost estimates for repair or replacement to establish accurte site costs relative to certain building logistical factors.)

OPERATIONS INFORMATION

OPEN TO THE PUBLIC: (Yes/No/Restricted)_____

SEASON:_____

HOURS:_____

YEAR(S):_____
(Year(s) for which following average costs are taken.)

ELECTRICAL/YEAR:_____

GAS/YEAR:_____

OIL/YEAR:_____

WATER-SEWER/YEAR:_____

INSURANCE/YEAR:_____

PROPERTY TAXES/YEAR:_____
(If no property taxes are paid, enter "None")

BUILDING CODE INFORMATION

APPLICABLE CODES:_____
_____
_____
_____

HISTORIC PRESERVATION CLAUSE: (Yes/No)_____

OCCUPANCY CLASSIFICATION:_____

OCCUPANT LOAD:_____

HAZARD OF CONTENTS:_____

SEISMIC ZONE:_____

OCCUPANCY IMPORTANCE FACTOR:_____

BUILDING INFORMATION

FLOOR AREA:_____

ROOF AREA:_____

PERIMETER LENGTH:_____

NUMBER OF STORIES:_____

TYPE OF CONSTRUCTION:_____

NUMBERING INFORMATION

BUILDING NUMBER:_____
(8 digit National Register Number - A, B, C, etc. if more than one building on site with NHL Building Condition Assessment report.)

NATIONAL REGISTER NUMBER:_____

OTHER NUMBER:_____

SOURCE:_____

DOCUMENTATION

WRITTEN/PHOTOGRAPHIC MATERIAL:

TYPE	DATE	LOCATION

EMERGENCY SERVICES INFORMATION

FIRE PROTECTION BY:_____
ADDRESS:_____
_____
PHONE:_____

HOSPITAL FACILITIES AT:_____
ADDRESS:_____
_____
PHONE:_____

POLICE PROTECTION BY:_____
ADDRESS:_____
_____
PHONE:_____

INSPECTION TEAM DATA

DATE OF INITIAL INSPECTION:_____
INSPECTION TEAM PERSONNEL:

1. NAME:_____
   POSITION:_____
   ADDRESS:_____
   _____
   _____
   PHONE:_____
   AREAS OF INSPECTION:_____
   TIME:_____

2. NAME:_____
   POSITION:_____
   ADDRESS:_____
   _____
   _____
   PHONE:_____
   AREAS OF INSPECTION:_____
   TIME:_____

3. NAME:_____
   POSITION:_____
   ADDRESS:_____
   _____
   _____
   PHONE:_____
   AREAS OF INSPECTION:_____
   TIME:_____

DATE OF DATA ENTRY:_____

DATA ENTRY BY:
   NAME:_____
   ADDRESS:_____
   _____
   _____
   PHONE:_____

LANDMARK SIGNIFICANCE (Maximum 639 characters)
This information will be provided by NPS.

ENDANGERED STATUS (Maximum 213 characters)
This information will be provided by NPS.

ARCHITECTURAL DESCRIPTION (Maximum 1704 characters)
This information will be provided by NPS.

The following information is to be prepared by the inspection team.

CONDITION DESCRIPTION (Maximum 852 characters)

EVALUATION PROCEDURE (Maximum 1065 characters)

FIELD INPUT FORM - BUILDING INVENTORY

NHL:_____

SITE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
1	PEDESTRIAN ACCESS:WALKWAY				
	NOTES:				
2	VEHICULAR ACCESS:PARKING				
	NOTES:				
3	VEHICULAR ACCESS:DRIVEWAY				
	NOTES:				
4	LANDSCAPING:FLORA				
	NOTES:				
5	LANDSCAPING:FENCES/WALLS				
	NOTES:				
6	LANDSCAPING:PLAN				
	NOTES:				
7	LANDSCAPING:GRADE				
	NOTES:				

SITE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
8	UTILITY SERVICE:HYDRANTS				
	NOTES:				
9	SITE:GENERAL 1				
	NOTES:				
10	SITE:GENERAL 2				
	NOTES:				

EXTERIOR ENVELOPE

11	FOUNDATION:WALLS 1				
	NOTES:				
12	FOUNDATION:WALLS 2				
	NOTES:				
13	FOUNDATION:WALLS 3				
	NOTES:				
14	FOUNDATION:PIERS 1				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
15	FOUNDATION:PIERS 2				
	NOTES:				
16	FOUNDATION:PIERS 3				
	NOTES:				
17	FOUNDATION:OPENINGS				
	NOTES:				
18	FOUNDATION:GENERAL				
	NOTES:				
19	WALLS:STRUCTURE 1				
	NOTES:				
20	WALLS:STRUCTURE 2				
	NOTES:				
21	WALLS:STRUCTURE 3				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
22	WALLS:CAVITY 1				
	NOTES:				
23	WALLS:CAVITY 2				
	NOTES:				
24	WALLS:CAVITY 3				
	NOTES:				
25	WALLS:INSULATION				
	NOTES:				
26	WALLS:SURFACE MATERIAL 1				
	NOTES:				
27	WALLS:SURFACE MATERIAL 2				
	NOTES:				
28	WALLS:SURFACE MATERIAL 3				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
29	WALLS:FINISH 1				
	NOTES:				
30	WALLS:FINISH 2				
	NOTES:				
31	WALLS:FINISH 3				
	NOTES:				
32	WALLS:GENERAL				
	NOTES:				
33	OPENINGS:MAIN DOOR				
	NOTES:				
34	OPENINGS:MAIN DOOR TRIM				
	NOTES:				
35	OPENINGS:OTHER DOORS				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
36	OPENINGS:OTHER DOOR TRIM				
	NOTES:				
37	OPENINGS:WINDOW FRAME 1				
	NOTES:				
38	OPENINGS:WINDOW SASH 1				
	NOTES:				
39	OPENINGS:WINDOW TRIM 1				
	NOTES:				
40	OPENINGS:WINDOW FRAME 2				
	NOTES:				
41	OPENINGS:WINDOW SASH 2				
	NOTES:				
42	OPENINGS:WINDOW TRIM 2				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
43	OPENINGS:WINDOW FRAME 3				
	NOTES:				
44	OPENINGS:WINDOW SASH 3				
	NOTES:				
45	OPENINGS:WINDOW TRIM 3				
	NOTES:				
46	OPENINGS:GLAZING				
	NOTES:				
47	OPENINGS:STORMS				
	NOTES:				
48	OPENINGS:SCREENS				
	NOTES:				
49	OPENINGS:SHUTTERS/BLINDS				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
50	OPENINGS:HARDWARE				
	NOTES:				
51	OPENINGS:WDO LINTELS/SILLS				
	NOTES:				
52	OPENINGS:GENERAL				
	NOTES:				
53	FEATURES:STAIRS 1				
	NOTES:				
54	FEATURES:STAIRS 2				
	NOTES:				
55	FEATURES:PORCHES 1				
	NOTES:				
56	FEATURES:PORCHES 2				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
57	FEATURES:DECKS				
	NOTES:				
58	FEATURES:BALCONY				
	NOTES:				
59	FEATURES:TURRET/TOWER/STEEPLE				
	NOTES:				
60	FEATURES:ORNAMENTATION 1				
	NOTES:				
61	FEATURES:ORNAMENTATION 2				
	NOTES:				
62	FEATURES:CHIMNEYS 1				
	NOTES:				
63	FEATURES:CHIMNEYS 2				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
64	FEATURES:GENERAL				
	NOTES:				
65	ROOF:CORNICE				
	NOTES:				
66	ROOF:HORIZ EAVES/GABLE FASCIA				
	NOTES:				
67	ROOF:SOFFIT				
	NOTES:				
68	ROOF:DORMERS				
	NOTES:				
69	ROOF:PARAPET/BALUSTRADE				
	NOTES:				
70	ROOF:ORNAMENTATION				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
71	ROOF:SURFACE MATERIAL 1				
	NOTES:				
72	ROOF:SURFACE MATERIAL 2				
	NOTES:				
73	ROOF:SURFACE MATERIAL 3				
	NOTES:				
74	ROOF:VENTS/OPENINGS				
	NOTES:				
75	ROOF:FLASHING				
	NOTES:				
76	ROOF:DRAINAGE				
	NOTES:				
77	ROOF:DECKING/SHEATHING 1				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
78	ROOF:DECKING/SHEATHING 2				
	NOTES:				
79	ROOF:DECKING/SHEATHING 3				
	NOTES:				
80	ROOF:STRUCTURE 1				
	NOTES:				
81	ROOF:STRUCTURE 2				
	NOTES:				
82	ROOF:STRUCTURE 3				
	NOTES:				
83	ROOF:INSULATION				
	NOTES:				
84	ROOF:GENERAL				
	NOTES:				

EXTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
85	EXTERIOR:GENERAL 1				
	NOTES:				
86	EXTERIOR:GENERAL 2				
	NOTES:				

INTERIOR ENVELOPE

87	WALLS:MATERIAL 1				
	NOTES:				
88	WALLS:MATERIAL 2				
	NOTES:				
89	WALLS:MATERIAL 3				
	NOTES:				
90	WALLS:FINISH 1				
	NOTES:				
91	WALLS:FINISH 2				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
92	WALLS:FINISH 3				
	NOTES:				
93	WALLS:TRIM 1				
	NOTES:				
94	WALLS:TRIM 2				
	NOTES:				
95	WALLS:TRIM 3				
	NOTES:				
96	WALLS:STRUCTURE 1				
	NOTES:				
97	WALLS:STRUCTURE 2				
	NOTES:				
98	WALLS:STRUCTURE 3				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
99	WALLS:FIREPLACES 1				
	NOTES:				
100	WALLS:FIREPLACES 2				
	NOTES:				
101	WALLS:GENERAL				
	NOTES:				
102	OPENINGS:DOORS 1				
	NOTES:				
103	OPENINGS:DOOR TRIM 1				
	NOTES:				
104	OPENINGS:DOORS 2				
	NOTES:				
105	OPENINGS:DOOR TRIM 2				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
106	OPENINGS:DOORS 3				
	NOTES:				
107	OPENINGS:DOOR TRIM 3				
	NOTES:				
108	OPENINGS:WINDOW TRIM 1				
	NOTES:				
109	OPENINGS:WINDOW TRIM 2				
	NOTES:				
110	OPENINGS:WINDOW TRIM 3				
	NOTES:				
111	OPENINGS:GENERAL				
	NOTES:				
112	CEILINGS:MATERIAL 1				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
113	CEILINGS:MATERIAL 2				
	NOTES:				
114	CEILINGS:MATERIAL 3				
	NOTES:				
115	CEILINGS:FINISH 1				
	NOTES:				
116	CEILINGS:FINISH 2				
	NOTES:				
117	CEILINGS:FINISH 3				
	NOTES:				
118	CEILINGS:TRIM 1				
	NOTES:				
119	CEILINGS:TRIM 2				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
120	CEILINGS:TRIM 3				
	NOTES:				
121	CEILINGS:STRUCTURE 1				
	NOTES:				
122	CEILINGS:STRUCTURE 2				
	NOTES:				
123	CEILINGS:STRUCTURE 3				
	NOTES:				
124	CEILINGS:GENERAL				
	NOTES:				
125	FLOORS:MATERIAL/FINISH 1				
	NOTES:				
126	FLOORS:MATERIAL/FINISH 2				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
127	FLOORS:MATERIAL/FINISH 3				
	NOTES:				
128	FLOORS:STRUCTURE 1				
	NOTES:				
129	FLOORS:STRUCTURE 2				
	NOTES:				
130	FLOORS:STRUCTURE 3				
	NOTES:				
131	FLOORS:INSULATION				
	NOTES:				
132	FLOORS:GENERAL				
	NOTES:				
133	FEATURES:MAIN STAIRS				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
134	FEATURES:OTHER STAIRS 1				
	NOTES:				
135	FEATURES:OTHER STAIRS 2				
	NOTES:				
136	FEATURES:ELEVATORS				
	NOTES:				
137	FEATURES:BUILT-IN FURNITURE				
	NOTES:				
138	FEATURES:EXPOSED COLUMNS				
	NOTES:				
139	FEATURES:GENERAL				
	NOTES:				
140	INTERIOR:GENERAL 1				
	NOTES:				

INTERIOR ENVELOPE

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
141	INTERIOR:GENERAL 2				

NOTES:

FIRE/LIFE SAFETY

142 CODE:VARIANCES

NOTES:

143 EGRESS:LIGHTING/SIGNS

NOTES:

144 EGRESS:PATH *

NOTES:

145 EGRESS:HAZARDOUS AREAS *

NOTES:

146 EGRESS:DISTANCE *

NOTES:

147 EGRESS:STAIRS/HANDRAILS 1

NOTES:

FIRE/LIFE SAFETY

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
148	EGRESS:STAIRS/HANDRAILS 2				
	NOTES:				
149	EGRESS:STAIRS/HANDRAILS 3				
	NOTES:				
150	EGRESS:DOORS/HARDWARE				
	NOTES:				
151	DETECTION:INTRUSION DET SYS				
	NOTES:				
152	DETECTION:FIRE DET SYS *				
	NOTES:				
153	DETECTION:PULL-STATION				
	NOTES:				
154	EXTINGUISHING:EXTINGUISHERS *				
	NOTES:				

FIRE/LIFE SAFETY

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
155	EXTINGUISHING:STAND PIPES				
	NOTES:				
156	EXTINGUISHING:SPRINKLERS				
	NOTES:				
157	SEISMIC:CODE CONCERNS				
	NOTES:				
158	SEISMIC:PRIMARY STRUCTURAL SYS				
	NOTES:				
159	SEISMIC:EXTERIOR NON-STRUCTURAL				
	NOTES:				
160	SEISMIC:INTERIOR NON-STRUCTURAL				
	NOTES:				

HANDICAPPED ACCESSIBILITY

161	ACCESSIBILITY:PLAN *				
	NOTES:				

HANDICAPPED ACCESSIBILITY

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
162	EXTERIOR:DESIGNATED PARKING				
	NOTES:				
163	EXTERIOR:ACCESSIBLE ENTRY				
	NOTES:				
164	INTERIOR:RESTROOMS				
	NOTES:				
165	ACCESSIBILITY:GENERAL 1				
	NOTES:				
166	ACCESSIBILITY:GENERAL 2				
	NOTES:				
167	ACCESSIBILITY:GENERAL 3				
	NOTES:				

PUBLIC HEALTH

168	WATER TREATMENT:DOMESTIC WATER				
	NOTES:				

PUBLIC HEALTH

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
169	WATER TREATMENT:WASTEWATER				
	NOTES:				
170	REFUSE:HANDLING				
	NOTES:				
171	PUBLIC HEALTH:GENERAL				
	NOTES:				

HEATING/VENTILATING/AIR CONDITIONING

172	HEATING:EQUIPMENT 1 *				
	NOTES:				
173	HEATING:EQUIPMENT 2				
	NOTES:				
174	HEATING:PIPING NETWORK				
	NOTES:				

HEATING/VENTILATING/AIR CONDITIONING

175	HEATING:BOILERS				
	NOTES:				

HEATING/VENTILATING/AIR CONDITIONING

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
176	HEATING:GENERAL				
	NOTES:				
177	COOLING:EQUIPMENT 1				
	NOTES:				
178	COOLING:EQUIPMENT 2				
	NOTES:				
179	COOLING:PIPING NETWORK				
	NOTES:				
180	COOLING:GENERAL				
	NOTES:				
181	VENTILATION:AIR HANDLERS				
	NOTES:				
182	VENTILATION:FANS				
	NOTES:				

HEATING/VENTILATING/AIR CONDITIONING

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
183	VENTILATION:DUCT WORK				
	NOTES:				
184	VENTILATION:GENERAL				
	NOTES:				
185	HVAC:DECORATIVE FEATURES				
	NOTES:				
186	HVAC:GENERAL				
	NOTES:				

PLUMBING/UTILITY

187	WATER:PIPING NETWORK *				
	NOTES:				
188	WATER:EQUIPMENT				
	NOTES:				
189	WATER:HOT WATER HEATING				
	NOTES:				

PLUMBING/UTILITY

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
190	WATER:FIXTURES 1				
	NOTES:				
191	WATER:FIXTURES 2				
	NOTES:				
192	WASTEWATER:PIPING NETWORK				
	NOTES:				
193	WASTEWATER:PUMPS				
	NOTES:				
194	FUEL:TYPE/STORAGE 1				
	NOTES:				
195	FUEL:TYPE/STORAGE 2				
	NOTES:				
196	PLUMBING/UTILITY:GENERAL				
	NOTES:				

ELECTRICAL

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
197	INCOMING SERVICE:TRANSFORMER				
	NOTES:				
198	INCOMING SERVICE:SERVICE LINES				
	NOTES:				
199	INCOMING SERVICE:GROUND				
	NOTES:				
200	INCOMING SERVICE:MAIN DIST PNL *				
	NOTES:				
201	MAIN DIST PNL:ACCESS/MARKING				
	NOTES:				
202	POWER/LIGHT PNL:SERVICE CAP				
	NOTES:				
203	POWER/LIGHT PNL:ACCESS/MARKING				
	NOTES:				

ELECTRICAL

	ELEMENT	RATING	QUANTITY	CONDITION	PRIORITY
204	NETWORK:CONDUCTORS/RACEWAY				
	NOTES:				
205	NETWORK:LIGHTING TYPE 1				
	NOTES:				
206	NETWORK:LIGHTING TYPE 2				
	NOTES:				
207	ELECTRICAL:GENERAL 1				
	NOTES:				
208	ELECTRICAL:GENERAL 2				
	NOTES:				

WORK WRITE-UP

1. Building Name_____

2. Element Number/Name_____

3. Rating_____ (If more than one, assign highest.)

4. Code Violation Citation:_____

5. Priority_____

6. Deficiency (Limit 150 characters including spaces.)

_____
_____
_____
_____

7. Recommendation/Justification (Limit 180 characters including spaces.)

_____
_____
_____
_____
_____
_____

8. Quantity_____

9. Cost Estimate:

   a. Materials Cost _____

   b. Labor Cost _____

10. Source_____

ARCH- Architects own records, estimator, contractor, supplier, or catalogs.
LOCAL- Owners files, contractor (or similar source) in general vicinity of building.
RS MEANS- Any of the RS Means Cost Estimating Guides.

APPENDIX C

INVENTORY ELEMENT CHECKLIST

NHL INSPECTION AID

INVENTORY ELEMENT CHECKLIST

****

The "Inventory Element Checklist" provides an inspector with a complete listing of all 208 elements. It provides a checklist of information required to make an accurate assessment of the condition of an element, or its compliance to applicable codes. Since the description of an element is limited, not all of the items listed under each element will necessarily be entered into the final report. They should be checked, however. to insure report completeness. It is up to the inspector to decide what information for each of the 208 inventory elements is to be reported.

****

SITE

1. Pedestrian access: Walkway
surface materials
width
slope
location/path
covered or not
CONDITION

2. Vehicular access: Parking
surface materials
size and/or # of spaces,
type of spaces, ie auto. auto + boat. etc.
parking lot location
user group
CONDITION

3. Vehicular access: Driveway
surface materials
location/path
emergency vehicle access
CONDITION

4. Landscaping: Flora
impact on building
CONDITION

5. Landscaping: Fences/Walls
materials
design
location
CONDITION

6. Landscaping: Plan
historic design/plan
landscape architect
CONDITION

7. Landscaping: Grade
slope
type/direction of site drainage
watertable, if can be determined
building perimeter drains
finished grade as it relates to exterior building shell- clearance to wood elements
finished grade as it relates to interior floor- if known or applicable.
CONDITION

8. Utility Service: hydrants
location/distance from building
fire hose cabinet
if no hydrant. how is water delivered to site in case of a fire
CONDITION

9.-10. Site: General
additional information about landmark site
major water features or dock
ramps/steps removed from building and not covered under other elements
other small structures on site. such as a gazebo, or features such as a fountain
general comments

EXTERIOR ENVELOPE- If drawings are available and found to be accurate much of this information can be taken from them when an element is not visible.

11-13. Foundation: Walls 1,2,3
width/linear feet
materials
insulation
moisture proofing
cracks/plumbness
CONDITION

14-16. Foundation: Piers 1,2,3
size
materials
number
spacing
cracks/plumbness
CONDITION

17. Foundation: Openings
number/location
size
coverings
crawl space- average height
dampness
CONDITION

18. Foundation: General
additional information about Foundation

19-21. Walls: Structure 1,2,3
materials
ie. brick- number of withes, bond pattern, type/condition of mortar, etc.
stone- type, coursing, type/condition of mortar, etc.
wood- framing type, spacing of members
other
thickness
linear feet
cracks/plumbness
CONDITION

22-24. Walls: Cavity 1.2.3
thickness
rubble/void
CONDITION

25. Walls: Insulation
type
thickness
R-value
CONDITION

26-28. Walls: Cladding 1.2.3
materials
ie. siding- type, materials
shingles- exposure, material, pattern, shape, sawn, hand split, etc.
brick/brick veneer- bond pattern, glazed headers, rubbed/gagued bricks, type/condition of mortar, etc.
stone/stone veneer- type, coursing, appearance, type/condition of mortar, etc.
stucco, etc.
vapor barriers
penetrations
CONDITION

29-31. Walls: Finish 1.2.3
paint
color scheme
stain
natural finish
whitewash
other
CONDITION

32. Walls: General
additional information about Walls

33. Openings: Main Door
location
material
design- paneled/flush, etc.
glazing- within door, transom, fan light, sidelights, etc.
decorative features
finish
CONDITION

34. Openings: Main Door Trim
width/depth
design
material
lintels/threshold
CONDITION

35. Openings: Other Doors
same as #33

36. Openings: Other Door Trim
same as #34

37. Openings: Window Frame 1
width/height/set back from face of wall
design
material
CONDITION

38. Openings: Window Sash 1 (For window type described in #37.)
type
ie. single/double hung
casement
industrial
awning
etc.
mullion and muntin configuration
material
finish
CONDITION

39. Openings: Window Trim 1 (For window type described in #37.)
decorative trim, design
material
finish
CONDITION

40. Openings: Window Frame 2
same as #37 but for second window type or design

41. Openings: Window Sash 2
same as #38 but for second window type or design

42. Openings: Window Trim 2
same as #39 but for second window type or design

43. Openings: Window Frame 3
same as #37 but for third window type or design

44. Openings: Window Sash 3
same as #38 but for third window type or design

45. Openings: Window Trim 3
same as #39 but for third window type or design

46. Openings: Glazing
single, double, triple
obscure, wire, tinted glass
stained, leaded, etched, beveled
glazing compound
CONDITION

47. Openings: Storms
windows/doors
interior/exterior
material
finish
glazing
seasonal/permanent
attachment to window/door frame
CONDITION

48. Fenestration: Screens
doors/windows
frame material
finish
seasonal/permanent
attachment to window/door frame
CONDITION

49. Openings: Shutters/Blinds
door/window
solid/louvered
material
finish
hardware
CONDITION

50. Openings: Hardware
door/window
material
design
CONDITION

51. Openings: Wdo Lintels/Sills
material
decorative features
CONDITION

52. Openings: General
additional information about Openings or to describe a fourth window type or additional doors

53-54. Features: Stairs 1,2
location
material
finish
balustrade/handrail design
decorative features
CONDITION
(description of design and location only- construction details to be listed under Fire/Life Safety and/or Handicapped Accessibility.)

55-56. Features: Porches 1,2
location
materials
finish
screens
decorative elements
CONDITION

57. Features: Decks
location
materials
finish
decorative elements
CONDITION

58. Features: Balcony
location
materials
finish
design
wall connection
CONDITION

59. Features: Turret/Tower/Steeple
location
materials
finish
design
roof covering
CONDITION

60-61. Features: Ornamentation 1,2
belt courses
sculpture
quoins, etc.
CONDITION

62-63. Features: Chimneys 1,2
number
location
material
design
flashing/counter flashing
height above roof
CONDITION

64. Features: General
additional information about Features

65. Roof: Cornice
design
material
CONDITION

66. Roof: Horiz Eaves/Gable Fascia
material
decorative elements
CONDITION

67. Roof: Soffit
material
vents
overhang
CONDITION

68. Roof: Dormers
location
design
materials
flashing/counter flashing
CONDITION

69. Roof: Parapet/Balustrade
Parapet: materials
height above roof
coping
flashing/counter flashing
Balustrade: materials
design
roof connection
CONDITION

70. Roof: Ornamentation
belfreys
cupolas
widows walks
lanterns
sculpture
weather vanes, etc
CONDITION

71-73. Roof: Surface Material 1.2.3
material
underlayment
texture. pattern, color
CONDITION

74. Roof: Vents/Openings
plumbing vents
scuttles/roof access
skylights
CONDITION

75. Roof: Flashings
counter flashing
material
type, ie. chimney, wall, parapet, roof, other
(Chimney and parapet flashings can be included here or, if space is not available, can be put under their respective elements.)
CONDITION

76. Roof: Drainage
type of drainage system
materials of gutters, downspouts, etc.
splashblocks or other devices to divert water away from building
length of gutter run
number of downspouts and locations
CONDITION

77-79. Roof: Decking/Sheathing 1,2,3
material
thickness
CONDITION

80-82. Roof: Structure 1,2,3
material
size/spacing of members
type
ie. truss/conventional framing/heavy timber, etc.
accessible through attic access
CONDITION

83. Roof: Insulation
type
thickness
R-value
vapor barrier
CONDITION

84. Roof: General
additional information about Roof elements

85-86. Exterior: General 1,2
additional information about the exterior of the building

INTERIOR ENVELOPE- If drawings are available and found to be accurate much of this information can be taken from them when an element is not visible.

87-89. Walls: Material 1,2,3
type of material
type of lath, if known
CONDITION

90-92. Walls: Finish 1,2,3
finish material, ie. wallpaper, paint incl. murals, other, etc.
exposed corner posts
CONDITION

93-95. Walls: Trim 1,2,3
cornice
picture molding
chair rail/plate rail
baseboard
wainscot
engaged pilasters, columns
niches/sculpture
CONDITION

96-98. Walls: Structure 1,2,3
material
size/spacing of members
load bearing- to be indicated on drawings
sheathing
CONDITION

99-100. Walls: Fireplaces 1,2
material
design
finish
CONDITION

101. Walls: General
additional information about Walls

102. Openings: Doors 1
materials
design
finish
glazing
CONDITION

103. Openings: Door Trim 1 (For door described in #102.)
materials
design
finish
CONDITION

104. Openings: Doors 2
materials
design
finish
glazing
CONDITION

105. Openings: Door Trim 2 (For door described in #104.)
materials
design
finish
CONDITION

106. Openings: Doors 3
materials
design
finish
glazing
CONDITION

107. Openings: Door Trim 3 (For door described in #106.)
materials
design
finish
CONDITION

108-110 Openings: Window Trim 1,2,3
materials
design
finish
(interior) shutters
CONDITION

111. Openings: General
additional information about doors and/or windows

112-114. Ceilings: Material 1,2,3
material
type of lath
sheathing
CONDITION

115-117. Ceilings: Finish 1,2,3
finish material, ie. paint, paper, murals, etc.
exposed beams and or trusses

118-120. Ceilings: Trim 1,2,3
materials
medallions
finish
CONDITION

121-123. Ceilings: Structure 1,2,3
material
size/spacing of members
CONDITION

124. Ceilings: General
additional information about Ceilings

125-127. Floors: Material/Finish 1,2,3
material ie. wood, stone, brick, other, etc.
finish ie. natural, stain, paint, other, etc.
CONDITION

128-
130. Floors: Structure 1,2,3
materials
size/spacing of members
clearance from grade
subfloor
CONDITION

131. Floors: Insulation
type
thickness
R-value
vapor barrier
CONDITION

132. Floors: General
additional information about Floors

133. Features: Main Stairs
material
location
design
CONDITION
(if egress stair- see Fire/Life Safety
if used by the handicapped- see Handicapped Accessibility)

134-
135. Features: Other Stairs 1.2
material
location
design
CONDITION
(if egress stair- see Fire/Life Safety
if used by the handicapped- see Handicapped Accessibility)

136. Features: Elevators
locations
elevator cab size/capacity/finish
elevator door material/finish
passenger/freight elevator
manufacturer
age
CONDITION

137. Features: Built-in Furniture
type
design
materials
CONDITION

138. Features: Exposed Columns
materials
design
finish
structural/decorative
CONDITION

139. Features: General
additional information about Features

140- Interior: General 1,2
141. additional information about the interior of the building

FIRE LIFE/SAFETY

142. Code: Variances
Are there any building code variances granted for the building?
If so, what are they for?

143. Egress: Lighting/Signs
Emergency-type, power source, location
Egress/Exit Discharge- type, lighting under normal circumstances
Exit Signs- location, graphic/lighted, size

144. Egress: Path
What is the path of egress?
width of corridors
types of spaces passed through
furnishings in path of travel
fire resistant finishes, if known
fire escape(s)- design, location(s), path
Are all components of means of egress of proper size for capacity of spaces and building?

145. Egress: Hazardous Areas
location
proper fire separation from adjacent areas

146. Egress: Distance
maximum travel distance from any point in the building to the point of exit access
length of any dead-end corridors
type of exit
arrangement of exits
number of exits

147- Egress: Stairs/Ramp/Handrails 1,2,3
149. Stairs/Ramps:
material
width
capacity
riser/tread/nosing dimensions
slope
landing width
swing of doors that open onto stair/ramp
fire separation and protection

Balustrade/Handrail:
height above stair nose/ramp surface
width
guard design
diameter
distance from wall
top and bottom extensions

150. Egress: Doors/Hardware
material
thickness
label/fire rating
width
capacity
direction of swing
type of hardware. hinges, closers, alarm devices. signage

151. Detection: Intrusion Detection System
type of burglar alarm
automatic police notification or other direct notification

152. Detection: Fire Detection System
type of system
type of annunciation. ie. audible/visual
automatic fire department notification or other direct notification

153. Detection: Pull Station
location
number

154. Extinguishing: Extinguishers
type- appropriateness for potential hazard
size
location
inspection date

155. Extinguishing: Standpipes
location
classification
dry-pipe/wet-pipe

156. Extinguishing: Sprinklers
locations
fire extinguishing agent

157. Seismic: Code Concerns
(Use The Uniform Building Code as standard)
seismic zone
building shape
number of stories
In general- would the building or its occupants be in serious danger in case of an earthquake?

158. Seismic: Primary Structural System
Does the system conform to all code requirements?
What are the hazard abatement measures?

159. Seismic: Exterior Non-structural Elements
Do these elements conform to all code requirements?
What are the hazard abatement measures?
ie. parapets
chimneys
cornices
masonry veneer
canopies

160. Seismic: Interior Non-structural Elements
Do these elements conform to all code requirements?
What are the hazard abatement measures?
ie. ceilings
lighting fixtures
stairs
elevators
plumbing

HANDICAPPED ACCESSIBILITY

161. Accessibility: Plan
State whether building is required to be accessible or not. If yes, conplete this section. If no. the remaining Handicapped Accessibiligy elements will drop out of the report.

162. Exterior: Designated Parking
location
number of spaces (2% of total)
marked for HC use
size of spaces and access aisles
marked access aisles
surface material
directional signs in large lots
curb cuts- logical locations
slope
surface materials
transition points
general design

163. Exterior: Accessible Entry
location in relation to parking
connection to accessible walk to HC parking or public street
path- ramps/stairs/walkways
abrupt changes- dimensions
clear width
slope
passing or rest areas in walks
surface materials
handrails
doorways- width
direction of swing
type/material
maneuvering clearances
thresholds
hardware
ramps- approprate landings
see also Accessibility: General

164. Interior: Restrooms
size, layout of stalls
access to stalls
height of HC fixtures
grab bars
general design of room and door locations (unobstructed 5 ft diameter floor space for wheelchair)

165- Accessibility: General 1,2,3
167. ramps/stairs- location
dimensions
slope
landings
surface materials
handrails/guardrails
door openings
signs
public phones
drinking fountains
fire alarm signals: "Occupant Emergency Organization Plan"
other hazards- clear widths, overhead clearances
program access- are special provisions made for interpretation for the handicapped visitor

PUBLIC HEALTH

168. Water treatment: Domestic Water
private well
softeners
chlorinatin
city/county supplied

169. **Water treatment: Wastewater**
septic tanks- size/leaching field
city sewer
lagoons
other

170. **Refuse: Handling**
who, into what
landfill- city/county/private
removed by private contractor/city/county/other

171. **Public Health: General**
information about kitchen and food service
special kitchen fire supression systems
additional information on Public Health

HEATING/VENTILATING/AIR CONDITIONING

172-173. **Heating: Equipment 1,2**
location
type
size
age
parallel obsolete systems
special timers (ie. for energy conservation)
CONDITION

174. **Heating: Piping Network**
type of piping (copper. galv. iron. etc.)
size
age
insulation
pumps
  location
  type (condensate return, hot water, circulating, etc.)
  horse power
  age
CONDITION

175. **Heating: Boilers**
location
type(steam or hydronic)
capacity
fuel
age
CONDITION

176. **Heating: General**
additional information on heating equipment

177-
178. Cooling: Equipment 1,2
location
type
size
age
special timers (ie. for energy conservation)
CONDITION

179. Cooling: Piping Network
type of piping (copper, galv. iron, etc.)
size
age
insulation
pumps
location
type (c.w. circulating, condenser water, etc.)
horsepower
age
CONDITION

180. Cooling: General
additional information about cooling equipment

181. Ventilating: Air Handlers
location
type
size
age
CONDITION

182. Ventilation: Fans
location
type
size, if applicable
age
CONDITION

183. Ventilation: Duct Work
materials (galv. steel, wood, aluminum, etc.)
age
insulation
CONDITION

184. Ventilation: General
additional information about ventilation equipment & and energy conservation measures

185. HVAC: Decorative Features
grilles
ceiling fans
decorative radiators
CONDITION

186. HVAC: General
additional information about HVAC equipment

PLUMBING/UTILITY

187. Water: Piping Network
type of piping (copper, galv. iron, etc.)
age
size
insulation
pumps
location
type (booster, h.w. circulating, etc.)
horsepower
age
CONDITION

188. Water: Equipment (additional water equipment)
location
type (water softener, storage tank, cistern, etc.)
age
CONDITION

189. Water: Hot Water Heating
location
type (electric, gas, etc.)
age
capacity
insulation
CONDITION

190-191. Water: Fixtures 1.2
type (water closet, lavatory, urinal, etc.)
number
age
original/historic design
CONDITION

192. Wastewater: Piping Network
type of piping (cast iron, galv. iron, PVC, etc.)
age
size
CONDITION

193. Wastewater: Pumps
location
manufacturer
type (sewage ejection, sump, etc.)
horsepower
age
CONDITION

194-195. Fuel: Type/Storage 1.2
type (natural gas, oil, etc.)

196. Plumbing/Utility: General
additional information on the Plumbing/Utility systems in the building

ELECTRICAL

197. Incoming Service: Transformer
installation (pole mounted or pad mounted)
utility company

198. Incoming Service: Service Lines
size
installation of service lines (service drop, service lateral, etc.)
CONDITION

199. Incoming Service: Ground
size of ground wire
installation (ground rod or water main)
age
CONDITION

200. Incoming Service: Main Distr Panel
age
fuses/breakers
capacity
voltage
main connection
CONDITION

201. Main Distr Panel: Access/Marking
location
access to panel
directory for proper identification

202. Power/Lighting Pnls: Service Capacity
(list additional electrical panels)
location
age
capacity
voltage
main connection
CONDITION

203. Power/Lighting Pnls: Access/Marking
access to panel
directory for proper identification

204. Electrical Network: Conductors/Raceway
type of conductors- single insulated, plastic sheathed, cable, knob and tube, etc.
age
CONDITION

205- Network: Lighting Type 1,2
206. type (fluorescent or incandescent)
age/original/historic design
CONDITION

207- Electrical: General 1,2
208. additional information on the electrical system in the building

APPENDIX D

NHL ABBREVIATIONS

LIST OF SYMBOLS AND ABBREVIATIONS

ARO- Alaska Regional Office/NPS
bedrm or BR- bedroom
bldg- building
bm- beam
bmt- basement
btwn- between
clg- ceiling
dbl- double
dine or DR- dining room
E- east
elev- elevation
exist- existing
fdn- foundation
ftg- footing
FL or FLR- floor
galv- galvanized
gyp bd- gypsum board
kit- kitchen
LF- linear feet
LR- living room
MARO- Mid-Atlantic Regional Office/NPS
mtl- metal
N- north
NPS- National Park Service
oc- on center
orig- original
reqd- required
rm- room
RMRO- Rocky Mountain Regional Office/NPS
S- south
SERO- Southeast Regional Office/NPS
SF- square feet
SY- square yard
sgl- single
sht mtl- sheet metal
sm- small
stl- steel
T+G- tongue and groove
typ- typical
UBC- Uniform Building Code
W- west
WASO- Washington Office/Preservation Assistance Division/NPS
wd- wood
wdo- window

Symbols

"+" - and
"/" - period
":" - dash
"-" - comma